Mayeli de la Cruz

Arlington, Texas 76010

214-940-7388

mayelidlcr193@yahoo.com

**Objective:** Bilingual, organized, goal-oriented, team player seeking a position in an established medical office supporting physicians, nurses, and other medical staff to facilitate patient care.

**Education:** Arlington Career Institute, Grand Prairie, Texas 2018-2019

Medical Assistant

                        Sam Houston High School, Arlington, Texas     2007-2011

                        GED

**Skills:**

CPR certified, Stop the Bleed

Professional communication

Time management

Medication administration

Dosage calculations

Attention to detail

SOAP documentation

EKG, UA, ESR, HCG, glucose test

Infection control and sterilization

Sterile tray set-up

History taking

Insurance coding basics

Rooming patients

**Job Experience:**

 **Externship (160 hours)**

 **Wee Tots Pediatrics, Arlington, Texas**

Roomed patients, vitals, assisted physician, administered immunizations, took samples from patients for strep/flu for lab.

**Superior Solutions Staffing**, Arlington, Texas September 2017-Present

Train new hires, data entry, answer phone calls, interview new hires, faxing/emailing, call prospective clients, run background checks, fill placement personnel orders for current clients, recruit and maintain placement personnel, collect and verify weekly timesheets, post new jobs in the applicant tracking system, advertise on a variety of external media, review and screen resumes and applicants, and assist departments with recruitment strategy

**Texaco**, Colleyville, Texas March 2014-July 2016

Managed gas and merchandise inventory, kept the store organized and clean, responsible for deposits, demonstrated great customer service skills to create customer loyalty and a positive work environment, maintained store image and standards, and created employee schedules

**Exxon**, Grand Prairie, Texas May 2012-January 2014

Managed gas and merchandise inventory, kept the store organized and clean, responsible for deposits, demonstrated great customer service skills to create customer loyalty and a positive work environment, maintained store image and standards, and created employee schedules

**References:**

Shannon Hurst, Regional Manager of Superior Solutions Staffing, Inc.

shurst@staffdallas.com, 214-882-6929

Sandra Bhatnagar, Medical Instructor at Arlington Career Institute

sbhatnagar@arlingtoncareerinstitute.edu, 972-647-1607

Monica Salmeron, Animal Control Officer for Glenn Heights

Monica.salmeron@glennheightstx.gov, 469-835-2533