333 Juniper Drive

Arlington, Texas. 76018

(817) 323 - 7320

carlificke@gmail.com

Carli L. Ficke

OBJECTIVE: Highly skilled and motivated medical assistant seeking a position at a well-established medical provider where I am able to assist in a manner that will help meet the needs of patients and health care providers.

SKILLS:

Vital sign proficient; venipuncture and Injection; incision checks; HIPAA and OSHA compliant; CPR and AED; documentation and charting

EXPERIENCE:

**Externship (160 hours) -** *Neurosurgical and Spine Consultants -* Dr. Diana Wilson

During the duration of 160 hours as a student medical assistant, I gained experience and mastered both administrative and clinical skills such as patient documentation and charting, vitals and incision checks, scheduling, and patient referrals. I was given the opportunity to work alongside another medical assistant and to work independently and in both scenarios. I gained valuable experience that increased my confidence as a student and as a medical assistant.

## Customer Service *- 2016-Present*

* Racetrac - Store Associate (2019)
* Toys R US - Assistant Manager (Jan 2017- Dec 2017)
* Total Pharmacy Supply — Intern (2016)
  + Maintain sterility and use of proper PPE
  + Verify lot and serial numbers of various pharmaceutical products
  + Process and filing of invoices

EDUCATION:

## Arlington Career Institute*— Medical Assistant*

Graduation date: May 2019

## Juan Seguin High School

2013-2017; GPA: 3.7

NHS: National Honor Society

Extracurricular Classes: Concepts of Healthcare, Child Development, Intro to Pharmacy Technician

**Certifications**

* Cardiopulmonary resuscitation (CPR), 2019
* NAHP Nationally Recognized Certified Medical Assistant, 2019