SEGARRIA HUGHES

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Grand Prairie, TX 75052

214-715-0386

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**OBJECTIVE:**

Medical assistant eager to join a well-established and fast-paced medical practice where I can combine my acquired skills with a talented group of professionals who share the same core values of providing exceptional quality patient care.

**SKILLS:**

* Professional communication
* Time management
* Medication administration
* Dosage calculations
* SOAP documentation
* EKG, UA, ESR, HCG, glucose test
* Infection control and sterilization
* Sterile tray set-up
* History taking
* Rooming patients
* Insurance and coding basics

**EDUCATION:**

## Medical Assistant 2019 | Arlington Career Institute

## NAHP Nationally Registered Certified Medical Assistant

**EXPERIENCE:**

## Medical Assistant | Omega OB/GYN 2019

* Roomed patients, documented patient information, preformed lab tests, took vitals, assisted physician, prepared rooms for procedures, and autoclave

## Secretary | Mocks Tax Service Jan 2011- June 2015

* Tax preparations; greeted and assisted clients; filed returns; scheduled appointments

## Server | St. Catherine Village March 2015- Sept. 2016

### Customer service; accepted and delivered orders; assisted patients as needed; infection control/cleaning and safety assurance; set table and decorated for occasions

**Intern | Reddix Medical Group June 2014- Aug 2014**

* Triaged patients; glucose monitoring; vital signs; UA and strep tests; checked-in patients; assisted with scheduling and referrals; recorded history and physical; ensured infection control in work areas

**Certifications:**

CPR/BLS/AED 2018

Stop the Bleed

**References**

Morris Mock (Tax Service Owner)

Mzmock@gmail.com

 (601) 842-3446

Jennifer Lewis (Master Teacher/ Mentor for Internship)

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Gloria Garnell (Office Manager for Internship)

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Shamaaka Augustine (Lab Tech)

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April Stewart (Registered Nurse)

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