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|  | karen ochoa  1632 Cedar Bluff Lane, Dallas, Texas 75253  (214) 745-9885  [ochoak0720@gmail.com](mailto:ochoak0720@gmail.com) |
| Objective | Medical assistant seeking a position at a medical practice where I can combine my acquired skills and gain mastery while working with professionals who share the same core values of providing excellent quality care to our patients. |
| Skills & Abilities | * Bi-lingual (English-Spanish) * 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 |
| Experience | **Medical Assistant-Externship (160 hours)** *MD Kids*April 2019 – May 2019 Roomed patients, updated immunizations, vital signs, height and weight, documentation, patient education, injections, scheduled physicals, assisted doctor  **CASHIER** *Harvey’s Exxon & Wrecker Service* June 2013 – July 2018 Routed for towing department; customer service; end-of-month collections; organized schedules and routing **CLERK** *Becker JIBA Water Supply Company*Aug. 2017 – June 2018 Organized and pulled customer account files; printed and delivered monthly bills; sorted/filed customer paperwork  **sTOCKING** O’REILLY Auto Parts Feb. 2016 – Aug. 2016 Organized/sorted totes; sorted and pulled parts in designated area; organized/cleaned work areas; customer assistance; complied with policies/regulations. |
| Education | **arlington Career INSTITUDE,** 901 E Avenue K, Grand Prairie, TexasMay 2019 GPA- 4.0 Perfect Attendance Certificate/Award |
| volunteer experience | * Home care: ADL’s, food/prep serve; 2-3 hour shifts |
| certification | * NAHP-Nationally Registered Certified Medical Assistant * Phlebotomy * CPR Certified 2018 * Stop the Bleed |