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|  | karen ochoa1632 Cedar Bluff Lane, Dallas, Texas 75253 (214) 745-9885ochoak0720@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
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| Experience | **Medical Assistant-Externship (160 hours)** *MD Kids*April 2019 – May 2019Roomed 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 2018Routed for towing department; customer service; end-of-month collections; organized schedules and routing**CLERK** *Becker JIBA Water Supply Company*Aug. 2017 – June 2018Organized and pulled customer account files; printed and delivered monthly bills; sorted/filed customer paperwork **sTOCKING** O’REILLY Auto PartsFeb. 2016 – Aug. 2016Organized/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, Texas May 2019GPA- 4.0 Perfect Attendance Certificate/Award |
| volunteer experience | * Home care: ADL’s, food/prep serve; 2-3 hour shifts
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| certification | * NAHP-Nationally Registered Certified Medical Assistant
* Phlebotomy
* CPR Certified 2018
* Stop the Bleed
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