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| Objective | Medical Assistant/Technologist position for a private practice. | |
| Professional Experience | Patient Service Technician/Unit Clerk  OAK TREE COMMUNITY HOSPITAL, Coronary Care Unit, Columbus, Indiana   * Order lab work and x-rays * Prioritize patient daily care according to acuity and scheduled patient procedures * Assist patients with A.M. care, take vital signs, prep for procedures, draw blood, and obtain specimens * Maintain and set up patient rooms * Perform preventive maintenance on emergency equipment * Assist with patient and family education * Assist R.N. with sterile and non-sterile dressing changes * Perform EKGs * Trained in Phlebotomy * Utilize PC to enter and retrieve patient data * Answer multi-line phone, operate fax and copy machine | 1989 - Present |
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|  | Office Assistant, (6-month part-time position)  GARTH FORT, M.D., Columbus, Indiana   * Answered phone, scheduled patients * Greeted patients * Updated patient charts | 1995 |
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| Education | In-house training programs, Oak Tree Community Hospital  EKG, 1993  Phlebotomy, 1993  Tech Class, 1992  Unit Clerk Class, 1990  Nursing Assistant Class, 1989  CPR Certified, since 1989  Elm Tree Community College  Computer training: WordPerfect I, Certificate 1995  Maple Grove State University  Major: Pre-Veterinarian, 1989-1990 |  |
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