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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, 1993Phlebotomy, 1993Tech Class, 1992Unit Clerk Class, 1990Nursing Assistant Class, 1989CPR 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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