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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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