

# Crystal Gonzales

Commerce City, CO

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## WORK EXPERIENCE

### **Medical Assistant**

RMGA - Denver, CO - April 2013 to April 2014

#### Responsibilities

I scheduled patients, scanned all documents into our EMR system. Answered phones, had patient contact, I also did receptionist work, checking in patients, collecting copays.

#### Accomplishments

Getting my work done by the end of the day. Making all my patients happy and the energy and hard work to make the company better.

#### Skills Used

I have a variety of skills since 2006 that I have used and even now I have learned more skills that are very beneficial to any company I work with. I have outstanding computer skills, phone, and communication plus great working skills.

## EDUCATION

### **associates degree in medical assistant, administrative**

Pima Medical Institute - Denver, CO

2005 to 2006