

LADONNA BEBLEY
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Objective:

To obtain a career which will allow me to grow professionally, while being able to utilize my training as an Internal Auditor / Quality Assurance, as well as, exceptional people skills.

Education:

Coyne American Institute

Diploma Medical Assistant Diploma, March 2010

** Completed 160 Hours on hands on training (externship)*

Skills:

CLINICAL

- Vital Signs Testing
- Injections (IM, SQ, and ID)
- Phlebotomy
- Testing: EKG, Urinalysis, Glucose Screening, Blood Smears, Grams Stains
- Aseptic, Sterilization Techniques

ADMINISTRATIVE

- Medical Terminology
- Data Entry
- Appointment Scheduling
- Filing and Charting
- Microsoft Word, Excel PowerPoint,
- Software: Medisoft
- HIPAA guidelines

INDUSTRIAL

- Visual Inspecting
- Reading Blueprints
- Optical comparator
- Managed Inventory
- Concentricity Gage
- PPE Training
- Machine Operator (minor).

Work History:

Boycin Medical Center

Chicago, IL

Medical Assistant, 2010 - Present (Per Diem)

- Vital patients and seat them in the examination room.
- Register patients and schedule appointments.
- Administer injection, draw blood and perform urinalysis test.
- Maintain a clean and safe environment for patients and staff.

JLO Metals

Chicago, IL

Quality Assurance Inspector, 2008 - Present

- Inspected two shifts, performed in process and final inspections on products.
- Increased production levels and improved quality levels simultaneously.
- Worked the CMM machine. Placed parts on machine, open the file in windows, select the part to be checked.

Chase Staffing

Naperville, IL

Verification Clerk, 2008 - 2008

- Sealed and opened envelopes by hand and machine.
- Weighed packages and letters, computed charges, and accepted payment.
- Achieved daily productivity.

Filtrona Extrusions

Des Plaines, IL

Product Inspector, 2005 - 2007

- Measured dimensions of product, using measuring instruments, calipers, gauges, and micrometers, to verify conformance to specifications.
- Read work order to determine inspection criteria and to verify identification numbers and product type. Read blueprint.

