Shannan Coleman, MA

221 Two Gait Lane ◆ Simpsonville, SC 29680◆ (864) 905-8619 ◆ shannancoleman2010@yahoo.com

Profile

Caring **Medical Assistant** searching for an opportunity to work within a Medical facility to successfully assist the patients and medical staff.

Skills Summary

- Organizational skills
- Administer injections
- Phlebotomy
- Injections
- Patient Counseling
- Laboratory
- Data Entry
- Obtain vital signs
- Electrocardiogram
- Patient Education
- Microsoft Office
- Administrative Duties

Externship Experience (Completed 180 Hours)

MD360 Urgent Care (Simpsonville): Greenville Hospital System October- December 2012

- Assisted with front office duties ranging from faxing and calling in patient referrals
- Handled front end with duties regarding patient check in and out
- Obtained patient vitals (blood pressure, temperature, pulse)
- Successfully performed over twenty-five venipunctures
- Performed injections, ear irrogrations, and splints

Professional Experience

KOHLS Simpsonville, SC June- August 2007

CUSTOMER SERVICE ASSOCIATE/CASHIER

- Promptly greeted the customers as they entered the store.
- Provided excellent customer service while assisting with their purchases.
- Completed monetary transactions that included cash, check, and credit cards.
- Organized and stocked the shelves for proper display..
- Maintained a clean dressing room for the customers.

Employment gap is due to continuing education from 2007-2010 and enrolled into Virginia College to complete Medical Assisting program.

Education

VIRGINIA COLLEGE – Greenville,SC January 2010- December 2012
Associate's Degree in Medical Assistant

American Heart Association; **BLS/CPR Certified** Expires: March 2014