

Sajida Farooq

Medical Assembler

Westborough, MA
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WORK EXPERIENCE

Medical Assistant and Phlebotomist

Clairmont Medical Clinic - Shrewsbury, MA - June 2014 to Present

Responsibilities

Greeting and rooming the patients. Taking their vitals signs. Point of care testing. Preparing patients for their exam and treatment . Taking notes about their current health and medications.

Medical Assembler

Valeritas, Inc - Shrewsbury, MA - February 2012 to October 2013

Assembled various components of insulin injection devices

- Performed Quality Control of products using microscope, micrometer, calipers, and gauges
- Completed Clean Room procedure and Good Manufacturing Practice Training

Medical Assistant Extern

Community Health Connections - Fitchburg, MA - July 2011 to September 2011

Successfully completed a 160 hour unpaid externship

- Prepared patients for their exam and or treatment
- Performed Vital Signs
- Performed EKG's
- Point of Care Testing
- Suture removal
- Assisted providers with GYN exams
- Assisted providers when needed
- Stocked examination/treatment areas
- Adhered to OSHA guidelines
- Answered phones
- EMR
- Patient Education

Infant Teacher

First Steps Children Center - Southborough, MA - January 2010 to November 2010

Maintained an open and friendly relationship with infants and parents

- Provided a safe, clean, and nurturing environment
- Responded quickly to infants' cries or other signs of distress
- Conducted developmental screenings and ongoing assessments
- Documented findings from assessments in a timely manner
- Arranged and conducted parent meetings
- Developed and conducted activities for infants

Customer Service Representative

Super Cleaners and Tailors - Southborough, MA - October 2003 to December 2009

Provided quality customer service to patrons and vendors

- Resolved patron and vendor issues in a timely manner
- Handled payment transactions
- Sales
- Prepared and filed shipping and receiving documentation
- Responsible for product ordering

Assistant Toddler Teacher

Shining Stars Children Center - March 2002 to January 2003

Assisted Lead Teacher in daily activities and curriculum

- Assisted with supervision of children at all times
- Promoted a safe, clean, and nurturing environment
- Attended parent meetings
- Strictly adhered to Company policy

Languages Spoken

- Urdu
- Punjabi
- Hindi

EDUCATION

Certificate in Medical Assistants, NCMA, RMA

MA Campus - Worcester, MA

2011

Certificate

Mass Bay Community College Framingham - Framingham, MA

2003

Bachelors in Sociology and Political Science

Punjab University of Pakistan

1996

National Center for Competency Testing. RMA