

Aline Nyiramahoro

Dallas, TX

alinenyiramahoro9_3mq@indeedemail.com

214-370-5340

A professional bilingual (Kinyarwanda & English) Medical Assistant. Punctual, quick learner seeking to work as Medical Assistant in a clinic to utilize my education, training, and exceptional ability to perform and assist a medical office team with patient care and procedures.

Work Experience

Cashier

Braum's Ice Cream & Dairy Store

March 2017 to Present

- Provide an excellent customer service experience to guest entering store
- Collect guest orders, make menu recommendations based off guest wants and needs
- Assist in kitchen with food preparation on trays by following food and safety guidelines
- Maintain store stock by collection merchandise inventory

Medical Assistant Externship

Injury 1 Clinic

July 2019 to September 2019

- Assisted front and back office medical office staff with injury rehabilitation patients. Answered phones to schedule appointments and answer questions. Made appointment confirmation calls. Transferred calls to office manager when necessary.
- Provided support to patient and instructed them on how to complete therapy exercises for knees, shoulders, and back injuries. Timed patients as they rotated through exercises.
- Attached EMS patches and placed hot/cold packs as instructed by physicians.
- Took written record of patient vitals and chief complaints and relayed to physicians.
- Maintained cleanliness and sanitized rehabilitation rooms, kitchen, lobby, and completed laundry

Education

Diploma in Medical

Concorde Career College - Dallas, TX

September 2019

Skills

- Charting
- Equipment Sterilization
- ECG/EKG
- Injections
- Phlebotomy

Non-invasive procedures

Medical Supplies

Injections/immunizations

Patient scheduling

Vital signs

Medical terminology

Greeting patients

Filing

EMR/EHR

Patient education

Patient triage

Maintain patient comfort

HIPPA/OSHA compliant

- Fast Food
- Customer Service