

Alma Carrillo

Certified Medical Assistant

Northglenn, CO 80233

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Professional Summary

I consider myself a teamplayer, a responsible person and ready to give it my all for the company giving me the opportunity to work for them.

Authorized to work in the US for any employer

Work Experience

Technician

Checkers Safety Group-Broomfield, CO

November 2021 to October 2022

Plastic Molding machine operator

Certified Medical Assistant

Mountain View Pain Center-Northglenn, CO

June 2019 to September 2020

Coordinating the daily administrative activities, including scheduling, patient check-in and check-out, and patient medical record maintenance. Preparing treatment rooms for clinical examinations and assisting physical therapist with medical procedures and other patient care.

Stocker/Cashier

Wal-Mart-El Paso, TX

August 2014 to March 2017

Answer customers' questions about merchandise and advise customers on merchandise selection. Stamp, attach, or change price tags on merchandise, referring to price list. Stock shelves, racks, cases, bins, and tables with new or transferred merchandise. Compare merchandise invoices to items actually received to ensure that shipments are correct. Itemize and total customer merchandise selection at checkout counter, using cash register, and accept cash or charge card for purchases.

Provider

Comfort Keepers, Texas-El Paso, TX

June 2014 to December 2014

Administer bedside or personal care, such as ambulation or personal hygiene assistance. Prepare and maintain records of client progress and services performed, reporting changes in client condition to manager or supervisor. Perform healthcare-related tasks, such as monitoring vital signs and medication, under the direction of registered nurses or physiotherapists. Participate in case reviews, consulting with the team caring for the client, to evaluate the client's needs and plan for continuing services.

Provider

Always Caring-El Paso, TX

March 2010 to March 2014

Maintain records of patient care, condition, progress, or problems to report and discuss observations with supervisor or case manager. Check patients' pulse, temperature, and respiration. Provide patients with help moving in and out of beds, baths, wheelchairs, or automobiles and with dressing and grooming. Care for patients by changing bed linens, washing and ironing laundry, cleaning, or assisting with their personal care. Entertain, converse with, or read aloud to patients to keep them mentally healthy and alert. Administer prescribed oral medications, under the written direction of physician or as directed by home care nurse or aide, and ensure patients take their medicine.

Medical Assistant

Candelaria Medical Center-El Paso, TX
November 2008 to May 2010

Education

High School Diploma /College in National Certified Medical Assistant

Anamarc College-El Paso Central - El Paso, TX
January 2007 to September 2008

Skills

- Data Entry (8 years)
- Internet Explorer (10+ years)
- CMA (8 years)
- Phlebotomy (2 years)
- Front Desk (8 years)
- Bilingual (10+ years)
- Front Office (8 years)
- Reception (8 years)
- Medical Billing (1 year)
- Vital Signs (8 years)
- Patient Care (8 years)
- EMR Systems (4 years)
- Experience Administering Injections (4 years)
- Medical Records (8 years)
- Medical Scheduling (8 years)
- Medical Office Experience (8 years)
- Spanish (10+ years)
- English (10+ years)
- Documentation review (8 years)
- Medical receptionist (8 years)
- Multilingual
- Customer service (10+ years)
- Windows (8 years)
- Communication skills

- Blood sampling
- Spanish
- English
- Data entry
- Medical terminology
- Vital signs
- Customer service

Certifications and Licenses

Certified Medical Assistant (CMA)

CPR Certification

CMA

Certified Medical Assistant

Additional Information

1. Computer Skills

Typing Speed 40 Words Per Minute

- Data Entry Terminal (PDT, Mainframe Terminal, etc)
- EMail Software (Outlook, Thunderbird, etc)
- Internet Browser (Internet Explorer, Firefox, etc)
- Peripheral Devices (Scanners, Printers, etc)
- Personal Computers
- Presentation Software (PowerPoint, Flash, etc)
- Word Processing Software (Word, WordPerfect, etc)
- Medical Terminology

Language Skills

English - Excellent (Read Write Speak)

Spanish - Excellent (Read Write Speak)