

Ashly Milligan

Medical Assistant

Saint Paul, MN

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Seeking a Medical Assistant position at a health care facility where I may use advanced medical procedures and excellence in administrative tasks in order to manage the operations effectively.

WORK EXPERIENCE

Medical Assistant Externship

HealthSource Chiropractic - Saint Paul, MN - August 2013 to October 2013

Greeted patients, scheduled appointments, intake forms, roomed patients, and took vital signs

- Pulled and scanned medical record charts, made copies and sent faxes

Cashier

Restaurant Depot - Saint Paul, MN - November 2011 to May 2012

Assisted customers and completed cash/credit transactions

- Cleaned, loaded/unloaded pallets, organized, inventory tracking and shelf stocking

Sales Associate

Wet Seal - Maplewood, MN - November 2007 to December 2008

Assisted customers and completed sales, cleaned store, inventory and stocked shelves

Owner - Operator - Handyman

This N That handyman - Saint Paul, MN - August 2004 to December 2006

Answered phones, completed estimates and processed billing

- Directed others or personally visited residential homes for minor home repairs

EDUCATION

Diploma in Medical Assistant

Anthem College Saint Louis Park - Saint Louis Park, MN
2013

Diploma

St. Paul - Saint Paul, MN
2011

SKILLS

Set-up Sterile Trays • Obtain Patient Vitals • Patient Scheduling • Injections • Blood Draws • Bandaging • Urinalysis • Patient Flow Management • Instrument Preparation • Lab Procedures • Autoclaving/Sterilizing • Electrocardiography • Blood Pressure Checks • Prescriptions • Medical Terminology • Medical Transcriptions

ADDITIONAL INFORMATION

Skills And Qualifications

- Set-up Sterile Trays
- Obtain Patient Vitals
- Patient Scheduling
- Injections
- Blood Draws
- Bandaging
- Urinalysis

- Patient Flow Management
- Instrument Preparation
- Lab Procedures
- Autoclaving/Sterilizing
- Electrocardiography
- Blood Pressure Checks
- Prescriptions

- Medical Terminology
- Medical Transcriptions
- Microsoft Office
- 65 WPM Typing
- HIPAA & OSHA Compliant
- CPR Certified