

Ashley L. Evans

14873 Mortenveiw St #2
Taylor, Michigan, 48180 United States
734-858-9756
ashaboutbusiness2@yahoo.com

OBJECTIVE

- Seeking a Medical Assistant where I can utilize my previous work experience as well as my education to give excellent healthcare to children and families.

PROFESSIONAL EXPERIENCE

Internal Medicine Associates of Michigan

Southgate, MI United States

Medical Assistant

Dec 2013 – present

- Operate X-ray, Electrocardiogram (EKG), Bone Density Screening (BMD) or other equipment to administer routine diagnostic tests.
- Schedule appointments for patients.
- Contact medical facilities or departments to schedule patients for tests or admission.
- Authorize drug refills and provide prescription information to pharmacies.
- Interview patients to obtain medical information and measure their vital signs, weight, and height.
- Perform general office duties, such as answering telephones, taking dictation, or completing insurance forms.
- Perform tasks such as giving injections or removing sutures.
- Collect blood, tissue, or other laboratory specimens, log the specimens, and prepare them for testing.

McDonalds

Detroit, MI United States

Crew Member/Trainer

Oct 2011 – Nov 2013

- Prepared and served cold drinks, or frozen milk drinks or desserts, using drink-dispensing, milkshake, or frozen custard machines.
- Monitored and ordered supplies or food items and restocked as necessary to maintain inventory.
- Received payment by cash, check, credit cards, vouchers, or automatic debits.
- Trained new employees
- Operated large-volume cooking equipment such as grills, deep-fat fryers, or griddles.

Dr. Priti Bhardwaj, M.D., Internal Medicine Clinic (Externship 180 hours)

Lincoln Park, MI United States

Medical Assistant

May 2013 – Jul 2013

- Explained treatment procedures, medications, diets, or physicians' instructions to patients.
- Prepared and administered medications as directed by a physician.
- Interviewed patients to obtain medical information and measure their vital signs, weight, and height.
- Prepared treatment rooms for patient examinations, kept rooms neat and clean.

Evans Distribution System

Melvindale, MI United States

Material Handler

Jul 2011 – Sep 2011

- Able to lifted up to 50 pounds
- Packed and unpacked items to be stocked on shelves in stockrooms, warehouses, and storage yards.
- Marked stock items using identification tags, stamps, electric marking tools, or other labeling equipment.
- Worked with a team of 30 employees on a assembly line

EDUCATION

DORSEY BUSINESS SCHOOL

Southgate, MI United States

Registered Medical Assistant, Sep 2013