

HEATHER MONTGOMERY

70 Monroe St. Monroeville OH

567-215-2630 Heathermontgomery226@gmail.com

EMPLOYMENT

Johns Manville Milan, OH

April 2018-Present

Production Operator

- Started off in the finishing department where we process and final inspection for quality before sending it out to customers. Tested out in finishing and moved to Mixing Department

Westaff (staffing company) Norwalk, OH

November 2017-April 2018

Temporary Labor

Northern Ohio Foot & Ankle Specialists Norwalk, OH

July 2016-June 2017

Medical Assistant

- Prepare the rooms for the doctor by taking patients back to the rooms and prepare the required equipment needed for the doctor based on what the patient was being seen for. Also in charge of putting in the office notes for each visit with Centricity Electronic Medical Records. I also work up front in check in and check out by answering phones, scheduling referral appointments and scheduling surgeries for the doctors.

RR Donnelley, Willard, OH

April 2011- March 2016

Press Assistant I

- Remove, flex, jog, and stack printed and folded signatures from discharge unit of printing press. Review signatures for smearing, register issues, bad folds, etc. and notify the Press Operator or Supervisor of any concerns.

Spherion, Willard Ohio

2008-2011

Temporary Labor

- I worked at Flex pack as a packer and team leader making sure the product got package properly and I also work at RRD as a material handler in the bindery and pressroom

SKILLS

- Experienced in blood drawing
- Excellent computer skills
- Customer Service
- Mentoring
- Quality Control
- OSHA regulation and guideline
- Team Leader
- Hoist experience
- Centricity EMR experience
- working in busy work environments

EDUCATION

Dayton School of Medical Massage, Lima, OH

June, 19 2017 - December 2018

Massage Therapist

Ross Medical Education Center, Ontario, OH

August, 2015- June 2016

Medical Assistant

Student Medical Assistant Externship

April 2016 – June 2016

Ohio Northern Foot and Ankle Specialist 368 Milan Ave, Norwalk, OH 44857

- Rooming patients
- Taking vitals
- Working with post op bandages
- Sterilizing equipment
- Preparing rooms for procedures

References available upon request