

KARINA WHITE

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CAREER OBJECTIVE:

Honest, dependable, meticulous and motivated individual seeking to re-enter the workforce after spending a period of time working for temp. agencies mostly in administrative, clerical, and office settings; and managing my household.

SKILLS:

Phlebotomy. Injections. Lab procedures. Minor surgery assistance experience. Injury therapy experience. Computer skills. Customer service experience. Office operations. Multi-phone line. CPT and ICD-9 coding. Type 50 WPM. Fluent in medical terminology (although a little out of practice). Extensive clerical and customer service experience in person and remotely.

EDUCATION:

- **Front Range Community College** - Pre-RN program. CO Jan. 2014- Dec. 2016.GPA 3.89
- **Kaplan College** - Southeast Indianapolis
Medical Assisting Program - Completed - May 2012. Graduated with a GPA 3.92

WORK

- **Gateway Natural Medicine** – Medical Assistant / Medical office specialist, Dec.2017 – May 2018
- **Geotech** – Front office assistant, (temp. position) Oct. 2017 – July 2017
- **Activate Healthcare:** Nurse/Medical Assistant May 2012 - Feb. 2013
- **Aegis Womens Health Center:** Medical Assistant April 2012 - May 2012
Assisted with minor surgical procedures. Performed various lab procedures. Shadowed nurses. Assisted patients. Observed all departments. Observed billing and coding procedures.
- **Garden Villa Nursing Home:** Administrative Asst./ Supervisor of post Rehab program, Feb. 2009 - Jan. 2011
Customer service, multi-phone line, computer operations, overseeing employees, taking vital signs, assisting patients, conducting water therapy program, processing financial transactions, interviewing and hiring and firing employees as necessary, marketing and promotions, interacting with physicians and the therapy department.
- **Employment Plus:** Reception/ Clerical/ Data entry/ Customer service Sept. 2008 - Feb. 2009
Various temporary office positions
- **New Hope Natural Media:** Registration Coordinator (**Management position**) Aug. 1999 - Aug. 2001
Oversee customer service team, Process financial transactions. Computer operations.

AWARDS:

Highest Honors Perfect Attendance Above and Beyond Directors List Certificate of Excellence
Phi Theta Kappa Honors Society member **Member of Nat. Soc. of Leadership and Success Honor**
Society