

Kayla M. Lindon

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Looking for full time employment with a reputable company where I can utilize my skills and experience.

EXPERIENCE

Warehouse Specialist- Exela Technologies

November 2021- October 2023

- Hand sorts materials accordingly
- Pulls appropriate products per orders
- Sorts documents
- Organize kits & products in warehouse
- Package & ship orders to destinations
- Demonstrates high levels of safety awareness

Front Desk Receptionist/Medical Assistant- Michfoot Surgeons PC

August 2020- November 2021

- Answering phones
- Scheduling appointments
- Verifying insurances
- Light office cleaning
- Preparing patients to see physician
- Helping patients check out

Medical Assistant - Michigan Otolaryngology Surgery Assoc.

November 2019 - August 2020

- Prepping and assisting all Doctors with all patient care and procedures
- Bringing patients back to exam rooms
- Taking blood pressures and vitals
- Input patient's information into EMR system
- Clean and stock the exam rooms

Medical Assistant - IHA Associates in Podiatry

October 2018 - October 2019

- Prepping and assisting all Doctors with all patient care and procedures
- Fitting and ordering Diabetic Shoes
- Bringing patients back to exam rooms
- Get vitals and perform x-rays
- Assist doctors in minor office procedures
- Input patient's information into EMR system
- Wound care and Pre and Post Op care

EDUCATION

Garden City High School - Garden City MI
2004 - 2008 Received Diploma