

CAREER OBJECTIVE

To contribute to an organization where I can apply my personal and professional skills and experience

SKILLS AND EXPERIENCE

MinnCor Assembly- Anagram

- Folded, inserted, and packaged 60-700 balloons and related accessories an hour
- Maintained fast paced environment- promoted to do PIE/interstate work within 60 days of employment
- Maintained high standards for safety, efficiency, and quality
- Met and exceeded given production quota per shift.

Unit Maintenance

- Trained new employees of procedures and expectations
- Maintained common areas by vacuuming, dusting and quality glass and porcelain care
- Measured and applied chemical cleaners accurately
- Assisted wheelchair-bound women to school, jobs, and appointments

Clinical Assistant

- Knowledgeable in computer programs including; Microsoft Word, Excel, Power Point, MSS, Synthesis, MICS Last Word; X-Ray, CT, MRI, and Cardiograph viewing systems
- Accurately documented and obtained patient medical histories, vitals, updated charts, recorded medications, and vaccines
- Patient Appointment Coordinator- receiving national and international phone calls, triaged calls in a fast-paced, emergency-based environment. Simultaneously making appointments and sending out itineraries
- Front line receptionist; providing preparation for patients receiving CNP and medical appointments, and ensuring that the correct paperwork was given for procedures/insurance
- Floated in many areas- Family Medicine, PCIM, Dermatology, Spine & Allergy, Radiology, Nephrology & Hypertension, and Echocardiography

CMA/ Chiropractic Technician

- Handled and maintained workman's compensation, personal injury cases and personal files
- Effectively worked with insurance companies, to resolve old and current claims
- Produced and developed X-Rays daily
- Administered electrical stimulation and ultra sound therapy to patients. Aided in therapeutic exercises
- Responsible for greeting, scheduling appointment, and verifying insurance

Assistant Manager Sales

- Accurately operated cash register and promoted buyer protection plans and credit cards
- Inventoried stock, unloaded trucks and displayed merchandise for optimal sales
- Assisted expecting mothers with baby registry and gave product information to all customers

EMPLOYMENT HISTORY

MinnCor Assembly-Anagram

MCF-Shakopee

Unit Maintenance

MCF-

Shakopee

Clinical

Assistant Mayo
Clinic

2016-Present

Shakopee, Minnesota

2014-2016

Shakopee, Minnesota

2012-2013

Rochester, Minnesota

2011-2012

Rochester, Minnesota

2008-2009

Rochester, Minnesota

CMA/ **Chiropractic**
Technician Northgate
Chiropractic Clinic, PA **Assistant**
Manager/Sales
Babies 'R' Us

EDUCATIONAL ACHIEVEMENTS

Limited X-ray Machine Operator LXMO License

Minnesota Department of Health

Certified Medical Assistant License CMA (AAMA)

American Association of Medical Assistants

Associate Degree in Applied Science

Minnesota School of Business

2011

Rochester, Minnesota

2011

Rochester, Minnesota

2011

Rochester, Minnesota

