Manny Medicalman

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**Professional Summary**

Compassionate, patient focused, professional looking to bring 8+ years of experience in customer service to a position as Medical Assistant. Excellent time management abilities as evidenced by successfully completing a Medical Assisting certification through Victoria College while juggling a full-time role as Teller at Bank of USA. Driven by a desire to help others and eager to continue to help others in a medical setting.

**Skills**

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| --- | --- |
| * Proficient computer skills | * Quick learner |
| * Strong communication skills | * Record keeping & maintenance |
| * Bilingual, fluent in Spanish | * Time management |
| * Familiarity with insurance benefits & coverage | * Taking patient vitals |
| * Scheduling & schedule management | * Cleanliness |
| * Dedicated worker | * Promoting collaboration |

**Certifications**

Medical Assisting Certification ⎪ *Victoria College* May 2017

**Education**

General College Coursework ⎪ *Victoria College* May 2018

High School Diploma ⎪ *Wiley High School* June 2004

**Experience**

Teller October 2014 – Present

*Bank of USA* *⎪ Refugio, TX*

* Balance currency, coin, and checks in cash drawers at ends of shifts and calculate daily transactions, using computers, calculators, or adding machines.
* Provide excellent customer service through answering telephones and assisting customers with their questions.

Clinical Student February 2017 – May 2017

*VC Hospital ⎪ Victoria, TX*

* Interviewed patients to obtain medical information and measure their vital signs, weight, and height.
* Prepared treatment rooms for patient examinations, keeping the rooms neat and clean.
* Performed general office duties, such as answering telephones, taking dictation, or completing insurance forms.

Server November 2010 – August 2014

*Restaurant World* *⎪ Refugio, TX*

* Checked with customers to ensure that they are enjoying their meals, and take action to correct any problems.
* Assisted host or hostess by answering phones to take reservations or to-go orders, and by greeting, seating, and thanking guests.

Kitchen Member September 2010 – November 2010

*Burger Queen ⎪ Victoria, TX*

* Communicated with customers regarding orders, comments, and complaints.
* Performed cleaning duties, such as sweeping, mopping, and washing dishes, to keep equipment and facilities sanitary.
* Accepted payment from customers, and make change as necessary.