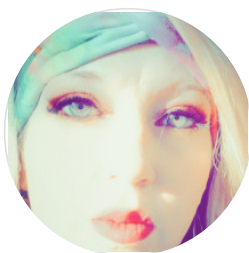


# Medical assistant



Haley J

Asheville, NC

## Job Preferences:

Desired job title:	Medical assistant
Desired occupation:	Medical Assistants
Employment type:	Full time, Part time, Work from Home
Career status:	Active job seeker
Available to start:	03/2022
Additional notes:	10+ years medical assistant experience Please call me for official resume

## Education:

08/2006 – 08/2010	North buncombe highschool High school Weaverville, NC 28787  Graduated with honors
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## Work Experience:

08/2019 – 02/2020	Administrative assistant Big ivy guns, Barnardsville, NC 28709 Part time Sales  Worked as administrative assistant to owner of big ivy guns as well as his two other companies. Handled any requests directly from owner, bought supplies , kept up with orders, coordinating events for companies etc
01/2018 – 02/2020	Medical assistant 21 century oncology , Asheville, NC Full time Medical Assistants
08/2010 – 01/2020	Medical assistant

Blue ridge community health services, Hendersonville, NC  
Full time Medical Assistants

Worked on and off with them for 10 years

05/2015 – 01/2017

Medical assistant/ administrative assistant

Willow wellness, Asheville, NC  
Full time Psychiatric Technicians

Worked as front desk and administrative assistant. Prior authorization and medical coding for billing. Handle the on call phone. Medical assistant, providing Viviatrol injection, blood draws and general medication.

06/2014 – 01/2016

Medical assistant

Asheville community family practice , Asheville, NC  
Full time Medical Assistants

Worked with a provider and patients checki in vitas, assisted with procedures in patients ranging from prenatal, pediatric to geriatric. Phlebotomy and immunization as well as medication injections and draws. Bilingual with medical Spanish. Nurse visits and. NCIR database go to person, ordering and tracking immunizations . Ordering medical supplies. Worked as triage and scheduler as well



## Language Skills:

Basic:



Spanish

Additional notes:

Medical spanish



## Skills:

Expert:



PHLEBOTOMY, medical knowledge, Microsoft Word, Data Entry, Microsoft Office, Microsoft Office Suite, Outlook, leadership, PowerPoint, NCIR, Medical Coding, Scheduling, Triage

Intermediate:



Centricity, Insurance prior authorization, Medical Billing

Basic:



Medical spanish, MS Powerpoint, Immunization knowledge, detail-oriented, communication