

MONICA CARRASCO

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SUMMARY

I have 2+ years experience in medical assisting. I have worked several jobs in customer service am knowledgeable in the art of customer service.

HIGHLIGHTS

- Reliable and punctual
- Reliable team worker
- Neat, clean and professional appearance
- Comfortable standing for long time periods
- Delivers exceptional customer service
- Engaging personality
- Excellent multi-tasker
- Fluent in Spanish / English

ACCOMPLISHMENTS

Certified Medical Assistant Professional with 2+ years experience.

EXPERIENCE

04/2010 to 09/2010

Retail

Fox Racing — Gilroy, CA

Quickly and efficiently obtained orders from receiving, sorted and tagged clothing then sent out to shipping in a timely manner. Communicated clearly and positively with co-workers and management.

01/2010 to 04/2010

Machine Operator

Angelica's — Gilroy, CA

Temporary Job. Managed linen production line. Oversaw operation of drying and pressing. Multi-tasked accurately feeding machine with linen to meet time constraints.

10/2000 to 09/2001

Medical Assistant

Kaiser Permanente — San Jose, CA

Read and recorded temperature, pulse and respiration. Completed and submitted clinical documentation in accordance with agency guidelines. Prepared patient rooms prior to their arrival. Collected urine and fecal samples. Support duties for diagnostic and technical treatment procedures, such as setting up and operating special medical equipment and apparatus. Kept facility stocked with necessary supplies, equipment and instruments. Performed routine tests such as urine dip stick, vision and hearing tests. Provided necessary supplies, support and assistance to medical staff and patients for unit specific procedures. Assisted nurses with cleaning rectal tube, G-tube, J-tube, and regular catheter insertion. Comforted patients and provided them with reassurance and encouragement. Maintained a clean, orderly and well-stocked environment.

EDUCATION

1999

Technical Certification: Medical Assisting
BRYMAN — Campbell, CA, USA