

**Teralyn Rochelle Carter**  
(408)600-7517 [teralyn.carter@yahoo.com](mailto:teralyn.carter@yahoo.com)

**Summary**

5+ years in the Medical field, front and back office.  
10+ years of Office Administration work experience.  
Quick learner, detail oriented multi-tasker, team player  
as well as a self-starter and excellent communication  
skills- both verbal and written.

**Special Skills:** Assist Physician, Vital signs, Injections,  
Occult Blood Stool, Urinalysis, Affirm Testing, Tray  
Preparation, Medication Administration, Phlebotomy,  
and CPR.

**Skill Set**

- Proficient in Microsoft Word 2010, Excel, PowerPoint, Outlook, and budget accounting software
- Type letters, memorandums, reports, itinerary, minutes, agenda and business formats
- Operate a variety of office equipment such as fax, scanner and copy machine
- Receive, sort, duplicate, and distribute a variety of records, reports, and other materials and/or supplies according to established procedures
- Ability to maintain accurate records and prepare reports
- Prioritize assignments and complete projects on time
- Research, analyze, and deliver the information using a PowerPoint Presentation

**Employment History**

**Center for Employment Training, San Jose, CA**

**2012-2013**

**Office Administrative Assistant / Volunteer in Industrial Relations** - Duties include but are not limited to ordering, sorting, filing, charting, and material preparation. Create, edit, revise, plan, and execute special projects. Run errands and gather office supplies as needed. Participate and assist at events/job fairs held by CET and collaborative associations.

**Dina Scialabba, San Jose, CA**

**2008-2011**

**Personal Assistant/Nanny**- Perform various duties around the house such as: light cleaning, laundry, cooking, and child care. Run errands such as: dry cleaning, grocery shopping, picking kids up from school and other types of task and/or shopping as needed.

**Dr. Timothy Gallagher, Sunnyvale, CA**

**2007-2008**

**Dental Assistant-(Back Office)** Assist Dentist with crowns, fillings, moldings, root canals, partials, and other dental procedures. Also stock and order supplies as well as sterilize dental equipment. *(Front Office)* Greet patients, receive co-pays, create financial arrangements, insurance billing, schedule appointments, chart, and file, handle incoming/outgoing phones, and educate patients about various procedures.

**Hoff Medical Group, Redwood City, CA**

**2004-2005**

**Medical Assistant (Family Practice)**- Handle front office greeting patients, complete billing insurance, file and update charts, answer phones, schedule appointments, pre op and post op arrangements, and handle pharmaceutical representatives. Back office work such as: vital signs, injections, tray preparation, medication administration, clean and stock rooms before and after procedures, work closely with doctors to make sure patients receive the best and assertive care.

**Stanford Hospital, Stanford, CA**

**2002-2003**

**Medical Assistant (Floater)** - Provided assistance in various departments throughout hospital such as: Labor and Delivery, Oncology, Neurology, Internal Medicine, OBGYN clinic, Radiology, etc. Supported doctors and nurses with vital signs, injections, billing, filing, scheduling appointments, incoming and outgoing phone calls as needed. Followed hospital procedures and completed necessary paperwork.

**Education**

Milpitas Adult Education, Milpitas, CA	2014
Santa Clara County Office of Education- GED Certificate	2012
Center for Employment Training- Business Office Technology Certificate	2012
Bryman College- Certified Medical Assistant	2002

**References provided upon request**