

Anna Guardado

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OBJECTIVE	I am seeking a position that capitalizes on my excellent medical and communication skills in a company that offers challenge, growth and opportunity.				
SKILLS	<ul style="list-style-type: none">• Vitals• Injections• Bilingual• CAIR• Sterilization• WPM 50• eCHDP• Inventory• Filing/ Charting• Medical Terminology• Schedule Appointments				
EDUCATION	<p>Bryman College San Jose, CA Medical Assistant, 2003</p>				
EXPERIENCE	<p><i>Lead Cashier</i> Aramark LifeWorks March 2013-Current • Barista • cashier • Deposits • Inventory/Stock • Orders</p> <p><i>Support Staff</i> Rocketship Los Suenos September 2011-March 2012 • Traffic control • Teachers Aide</p> <p><i>Medical Receptionist/ Medical Assistant</i> Evergreen Pediatrics, INC San Jose, CA January 2007 – October 2010 • Charting and filing • Take vitals • Room patients • Insurance verification • Assist MD • Specimen Collection • Referral and authorization submission</p> <p><i>Medical Assistant</i> Zahida P. Malik, MD San Jose, Ca March 2003 – December 2006 • EOB posting • Room Patients • Order Supplies • Inventory/Stocking • Suture Removal • Schedule Appointments • Call in medications to pharmacy</p> <p><i>Supervisor</i> Hilton Garden Inn Milpitas, CA April 2000 – September 2000 • Inspections • Inventory • Room Attendant</p>				
REFERENCES	Professional and personal references available upon request.				