

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

- Vitals
- CAIR
- eCHDP
- Medical Terminology
- Injections
- Sterilization
- Inventory
- Schedule Appointments
- Bilingual
- WPM 50
- Filing/ Charting

EDUCATION

Bryman College San Jose, CA
Medical Assistant, 2003

EXPERIENCE

Lead Cashier

Aramark LifeWorks

March 2013-Current

- Barista
- cashier
- Deposits
- Inventory/Stock
- Orders

Support Staff

Rocketship Los Suenos

September 2011-March 2012

- Traffic control
- Teachers Aide

Medical Receptionist/ Medical Assistant

Evergreen Pediatrics, INC San Jose, CA

January 2007 – October 2010

- Charting and filing
- Take vitals
- Schedule appointments
- Room patients
- Insurance verification
- Administer and log vaccines
- Assist MD
- Specimen Collection
- Vision and Audio Testing
- Referral and authorization submission
- Knowledge of PBX

Medical Assistant

Zahida P. Malik, MD San Jose, Ca

March 2003 – December 2006

- EOB posting
- Room Patients
- Take Vitals
- Order Supplies
- Inventory/Stocking
- Handle Audits
- Suture Removal
- Schedule Appointments
- Sanitize Instruments
- Call in medications to pharmacy
- Administer and log Vaccinations

Supervisor

Hilton Garden Inn Milpitas, CA

April 2000 – September 2000

- Inspections
- Inventory
- Room Attendant

REFERENCES

Professional and personal references available upon request.