

**ROBYN HOWARD**  
6360 Navion Drive  
Citrus Heights, CA. 95621  
(916) 254-1780

**Education:**

MTI College  
Sacramento, CA  
Medical Assistant – Graduation Date - February 2007  
Phlebotomy – Graduation Date – August 2007

**Qualifications:**

Public Relations: Excellent in customer service and support, proper business phone etiquette. Work independently or a great team member.

Office Skills: Records management, payroll, accounts payable, fax, copy, multi-line telephone, typing 30 wpm, and data entry.

Computer Applications: Windows XP, Microsoft Word, Microsoft Excel

Clinical Skills: Vital Signs, First Aid/CPR, Injections, Venipuncture, Visual Acuity, EKG's, Urinalysis, Autoclaving, Sterile Technique.

Medical Office Skills: Medical terminology, and medial office procedures.

**Work Experience:**

BrightStar Care - 916-781-6500  
Roseville, CA  
May 2015 - July 2016  
- CAREGIVER

Help at Home – 916-933-9050  
May 2009 - December 2014  
- CAREGIVER

CMSH Electrical - 916-484-1045  
Sacramento, CA  
August 2005 - October 2012  
- ACCOUNTS PAYABLE, PAYROLL CLERK

### **College & Intern Experience**

MTI College  
Sacramento, CA  
March 2006 – August 2007  
College Work Study

Abso ute Weight Loss  
Roseville, CA  
February 2007  
Medical Assistant / Intern

Kaiser Permanente  
Sacramento, CA  
August 2007  
Phlebotomist / Intern – 150 Draws

### **Professional References**

Joe Baker – Vice President  
CMSH Electrical  
916-416-6727

Debbie Hicks  
R.A.D S. Disposal  
916-343-7231

### **Personal Reference**

Tracy Gonzales  
916-375-9723