

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

Absolute 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