

Paul Dizon

San Francisco, CA

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Seeking a position in a professional work environment where my enthusiasm, ability and knowledge will be utilized to improve customer service

Authorized to work in the US for any employer

WORK EXPERIENCE

Medical Assistant

Golden Gate Pediatrics - San Francisco, CA - August 2015 to Present

Responsibilities

Vitals Signs, Immunizations, nebulizer treatments, room patients, stock and prep exam rooms, Hemoglobin testing, Lead care testing, Collect patient copays, Check Patients in and out, Data entry, Assist physicians with minor procedures, Customer Service

Independent Contractor/In store Shopper

Instacart - San Francisco, CA - December 2014 to July 2015

Responsibilities

Customer service, communicate with customers about their orders, maintain standards for quality of product, check expiration dates, shop with accuracy and speed, stage order for delivery.

Medical Assistant

Pacific Pediatrics - San Francisco, CA - July 2012 to November 2014

Vital Signs, immunizations, nebulizer treatment, room patients, stock and prep exam rooms

* Assist physicians with minor procedures, document patients history and records into EMR

Medical Assistant

CPMC/Internal Medicine/HIV specialist - November 2009 to March 2012

Medical Assistant

- * Trained medical students, room patients, vital signs
- * Assist physicians with minor procedures, daily office duties
- * Document patient history, call in prescriptions, lab results
- * Perform EKG, Injections, pap tray set-up, daily filing, scheduling
- * Order supplies, stock exam rooms, sterilize instruments
- * Process specialist referrals on Brown & Toland system

Sales Associate-Seasonal

Giants Dugout - March 2009 to October 2009

Customer service, sales, cashier, replenish merchandise, knowledge of product

Assistant Manager

Shiekh Shoes - October 2006 to January 2009

General Duties include weekly employee scheduling, visual merchandising

- * Maintained daily and monthly sales goals to assure increase and productivity
- * Responsible for opening and closing procedures, daily bank deposits

- * Customer service, sales, maintained top seller to lead by example
- * Delegate daily responsibilities to sales staff, cashiers, stock employee's
- * Assist store manager in all hiring procedures and daily business

Shift Supervisor

Starbucks - May 2005 to October 2006

Customer Service, preparing beverages, cashier, restocking all products

- * Delegate daily responsibilities, responsible for cash handling and daily bank deposits
- * Maintain company standards, rules, regulations, cleanliness policies

EDUCATION

Medical Assisting

Everest College - San Francisco, CA

February 2009 to October 2009

Mission High School - San Francisco, CA

1996 to 2001