

44460 Blazing Star Trail
La Quinta, CA 92253

Jaime De La Rosa

C (760) 880-0365
jaimedelarosafitness@gmail.com

Career Objective

Outgoing and experienced Medical Assistant seeking an opportunity with a healthcare facility that will support professional growth and learning while providing exceptional patient care

Education

Kaplan College
La Quinta High School

Medical Assistant Program
Diploma of Graduation

Palm Springs, CA
La Quinta, CA

Highlight of Qualifications

Knowledge of Medical Terminology

BLS Credentialed – American Heart Association/Healthcare Provider

Committed to excellent patient care and customer service

Quantified for tasks given ensuring follow through and completion

Ability to establish priorities and time management

Able to follow safety procedures and infection control standards

Summary of Skills & Abilities

- | | |
|-------------------------------|-------------------------|
| ➤ Medical Assistant | ➤ Administer injections |
| ➤ Urinalysis | ➤ Phlebotomy |
| ➤ Glucose and Hemoglobin Test | ➤ Medical Front Office |
| ➤ Suture removals | ➤ Scheduling |
| ➤ Wound Care | ➤ Charting |
| ➤ Vitals | ➤ Organizing and Filing |
| ➤ EKG's | ➤ Medical Terminology |

Work History

Airport Terminal Services
Passenger Service Agent

Palm Springs, CA
November 2015-August 2016

- Examine passenger documentation to determine destinations and to assign boarding passes.
- Trace lost, delayed, or misdirected baggage for customers.
- Check baggage and cargo and direct passengers to designated locations for loading.
- Provide boarding or disembarking assistance to passengers needing special assistance.
- Confer with customers to determine their service requirements and travel preferences.

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Younes Medical Corporation

Medical Assistant

Palm Desert, CA
April 2012-March 2013

- Room patients, take vitals, set up exam rooms and prep patients for exams
- Prepare and administer injections, perform venipunctures and practice standard precautions
- Prepare new patient charts and prepare patient charts for next day appointments
- Answer phones, update patient charts, call in prescriptions
- Assist with restocking inventory and preparing supplies

CEC Entertainment, Inc.

Cast Memeber

Palm Desert, CA
June 2006-May 2007
March 2014-March 2015

- Monitoring/Assessing performance of staff, or organizations to make improvements or take corrective action
- Giving full attention to customers, take time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times
- Being aware of others' reactions and understanding why they react as they do. Adjusting actions in relation to others' actions
- Using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems

7-Eleven

Store Clerk

Palm Desert, CA
July 2013-2015

- Greet customers entering establishments
- Receive payment by cash, check, credit cards, vouchers, or automatic debits
- Assist customers by providing information and resolving their complaints
- Sell tickets and other items to customers
- Maintain clean and orderly checkout areas and complete other general cleaning duties, such as mopping floors and emptying trash cans

Robek's Juice, Inc.

Shift Lead

Palm Desert, CA
August 2007- May 2009

- Provide customer service by greeting and assisting customers, and responding to customer inquiries and complaints
- Direct and supervise employees engaged in sales, inventory-taking, reconciling cash receipts, or in performing services for customers
- Monitor sales activities to ensure that customers receive satisfactory service
- Inventory stock and reorder when inventory drops to a specified level
- Instruct staff on how to handle difficult and complicated sales
- Hire, train, and evaluate personnel in sales