

MARINE GEVORGYAN

Cell Phone: (+818) 7476936

E-mail: gevorgyan1972@yahoo.com

Objective

Seeking a position in the medical field as a **Medical Assistant** where my knowledge and skills will be utilized and challenged and serve as an extensive background to secure a challenging position in a successful medical company environment that provides growth potential.

Qualifications

Utilization of skills includes those scheduling appointments to ensure time management, data entry into a computerized database system, computer literacy, including Word, Excel, and PowerPoint, maintenance of documentation, proficiency in the English language allowing for fine written communication, including grammatical and spelling excellence, being skilled in establishing and enforcing policies and procedures, fine customer communication skills, being exceptionally organized, especially in regards to documentation to ensure timely completion of all tasks, telephone communication skills, proficiency in handling accounts receivable, payroll, and financial reports, and typing up to 40 WPM. Able to read, write, and speak fluently in the English, Armenian, and Russian languages. Also an honest, punctual, reliable, and hard worker.

Education

- | | |
|-------------|---|
| 2017 | Galaxy Medical College, Medical Assistant Diploma (North Hollywood, CA) |
| 2016 | National Healthcare Association (NHA) Certified EKG Technician (CET) |
| 2014 | Galaxy Medical College, Cardio Technologist Diploma (North Hollywood, CA) |
| 1991 | Pedagogical College After A. BAKUNTS, Educator Bachelors of Art |
| 1979 | N1 S. Shahumyan High School Diploma |



Employment History

2017 till now
Caregiver

In-Home Support-Service

Providing a range of services for clients, such as bathing them, preparing meals, light housework, shopping for groceries, helping them go to the bathroom or even providing companionship and conversation. Reminding to take prescribed medication. Ensure the general well-being of patients. Ensure the highest ethical conduct and practice towards patients.

2017

Zarine Ter-Poghosyan MD Inc

Medical Assistant Externship

Duties include those of: Taking medical histories. Explained and reviewed treatment procedures and processes with patients. Prepared patients for examination. Assisted the physician with exams. Collected and prepared laboratory specimens. Performed basic laboratory tests. Instructed patients about medication and special diets. Prepared and administered medications as directed by a physician. Drawing blood, EKG, and vaccinations. Ensured the highest ethical regard in dealing with patients. Ensured compliance with (HIPAA) regulations. Performed general clerical duties such as: answering phones, responding to inquiries, and providing quality customer service and data entry. Proficient in computer concepts and skills. Obtain great communication, interpersonal, analytical and critical thinking skills.

2013-2017

American Sweet Homes

Caregiver

Duties include general care of patients. Provide conversation and companionship. Assist patients with walking home physical therapy. Prepare meals, monitor diet and eating. Monitor and administer medication. Assist with bathing, grooming and dressing. Assist with other related duties as requested by patient or home care administrators. Monitor and document patient activity. Monitor and document changes to clients's health, needs, and living conditions. Ensure the general well-being of patients. Ensure the highest ethical conduct and practice towards patients.

2015-2016

Dream Hospice

Administrative Assistant

Duties include those of: Answering multi-lined phone systems, accounting and book duties, training new employees. Ensure quality customer service and patient care. Maintained accounts, assisted the owner with daily errands. Obtain excellent analytical, critical thinking, written and communication skills. Assisted with preparation and care plan for patients, conducted scheduling and discharge documentation maintenance. Ensure productivity and overall function of the center. Meet and exceed job expectations.

References Available upon request