

Theodorsia F George

Goal-Oriented Medical Assistant with Seven Years of customer service Experience.

Macon, GA

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+1 470 962 7068

- I am currently a Medical Assistant looking for a full time position in the Medical Field that offers a greater challenge, and the opportunity to help the company advance efficiently and productively

Willing to relocate: Anywhere

Authorized to work in the US for any employer

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Work Experience

Lead Production Specialist

Veritext Legal Solutions - Roswell, GA

May 2023 to Present

Scan and upload court documentation

File court documents

Email/ship document

Medical Assistant

DEBRUIN MEDICAL CENTER - Orangevale, CA

February 2022 to April 2023

providing information, services, and assistance. Maintain medical supplies inventory and performing preventive maintenance to keep medical equipment operating. Verifies patient information by interviewing patient, recording medical history, and confirming purpose of visit.

Cashier/Customer Service

Chevron - Fair Oaks, CA

July 2022 to December 2022

ringing up transactions, stocking up the cooler, mopping and sweeping, cleaning and changing the trash.

Front Desk Receptionist

Frontier Dental Laboratory - El Dorado Hills, CA

May 2022 to July 2022

greeting visitors, helping them navigate through an office, and supplying them with refreshments as they wait. In addition, maintain calendars for appointments, sort mail, make copies, and plan travel arrangements. Check and respond to Dropbox emails ext.

Remote Customer Service Representative

Maximus - Sacramento, CA

April 2020 to June 2021

making outbound calls to set appointments and gather data. Answering phones from customers professionally and responding to customer inquiries and complaints.

PVT Tabulating Votes

Sacramento County - Sacramento, CA
January 2020 to March 2020

Tabulating votes processing of voting of counting ballots Independently processing votes At the official polling station scanning, filing ext..

Education

High School Diploma

Discovery Alternative High School

Skills

- Problem Solving, Adaptability, Collaboration, Strong Work Ethic, Time Management, Critical Thinking, Self-Confidence, Neat and professional appearance, Ability to stay calm under pressure, Stamina to stand for long periods, Guest service, Effective written and verbal communication (3 years)
- CLIENTS (2 years)
- Front Desk (3 years)
- Time Management
- Customer Service
- Answering Phones (3 years)
- 10 Key Calculator (1 year)
- Phone Etiquette (2 years)
- Data Entry (7 years)
- Regulatory Reporting (1 year)
- Cash Handling (2 years)
- Quality Control
- General Ledger Accounting
- Accounting
- Pricing
- Microsoft Word
- Microsoft Office
- Analysis skills
- Communication skills
- Typing
- English
- Dental Receptionist
- Accounts Payable
- Vital signs

- Patient service
- Intake
- Basic life support
- Medication administration
- Hospital experience
- ICD coding
- Physiology knowledge
- Patient care
- Anatomy knowledge
- Medical terminology
- Patient monitoring (2 years)
- Immunizations (1 year)
- EKG (1 year)
- 2D animation (1 year)
- Blood transfusion (2 years)

Certifications and Licenses

Medical Assistant

March 2023 to Present

Handle a wide range of tasks that help doctors and patients alike. They maintain patient records, prepare examination rooms before physicians or nurses need them, assist with exams, complete assignments such as blood drawing, and take temperatures.

Assessments

Administrative assistant/receptionist — Completed

December 2021

Using basic scheduling and organizational skills in an office setting

Full results: [Completed](#)

Customer service — Proficient

December 2021

Identifying and resolving common customer issues

Full results: [Proficient](#)

Customer focus & orientation — Proficient

December 2021

Responding to customer situations with sensitivity

Full results: [Proficient](#)

Indeed Assessments provides skills tests that are not indicative of a license or certification, or continued development in any professional field.