

# Claudia Bailey

Hiram, GA

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I am a career oriented team player seeking the opportunity to join an organization which will allow me to utilize my skills, abilities, and experience.

## Work Experience

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### **Medical Assistant**

Vascular Surgical Associates - Hiram, GA

November 2022 to Present

At Vascular surgical associates I'm in charge of ordering CT scans, submit orders for surgeries, prep paper work for consent of procedures, Sent over medication refills, referrals, update patients charts and take vitals.

### **Medical Assistant**

Vein clinics of America - Kennesaw, GA

January 2018 to November 2022

At Vein Clinics of America, I'm in charge of updating charts, (data entry) triage, translating English/Spanish, taking vital signs, set up rooms for surgery with a sterile technique, manage medical records request and restocking supplies in the tech rooms.

### **Medical Assistant**

Stopwatch Urgent Care - Opelika, AL

February 2016 to December 2017

At Stopwatch, I assist the physicians by translating English-Spanish if it is needed, providing surgical supplies, tools, suture kits, injections, drawing medications, restock, drawing blood, cleaning and dressing wounds, processing referrals, informing patients about lab results, returning phone calls, assist coworkers with triage, ear lavage, take vital signs (Blood pressure, pulse, etc.)

### **CNA - Certified Nursing Assistant**

Arbor Springs Health and Rehab Center - Opelika, AL

September 2015 to January 2017

At Arbor Springs, I'm in charge of assisting residents with feeding, walking, dressing and personal hygiene.

## Education

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### **Bachelor's in Human Relations**

Point University - West Point, GA

October 2015 to May 2019

## **Associate in Criminal Justice**

Chattahoochee Technical College Marietta - Marietta, GA

January 2009 to December 2012

## **Education-English**

Kennesaw State University - Kennesaw, GA

April 2004 to March 2008

## **Administration**

High School and University del Valle Tepic Nayarit

August 2000 to June 2003

## Skills

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- Experience with Children
- Bilingual(Spanish-English) (10+ years)
- Phlebotomy
- English
- Patient Care
- Experience Administering Injections
- EMR Systems

## Certifications and Licenses

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### **CNA**

October 2015 to November 2019

## Additional Information

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### SKILLS

Fluent Spanish | Effective Communicator | Analytical Thinking  
Problem Solving | Organizational Skills | Customer Support | Interpersonal & Public Relations  
Mentoring | Organizational Skills | Program Management