

# Kendall Jones, MA, CCA

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Asheboro, NC

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Authorized to work in the US for any employer

## Work Experience

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### **Medical Assistant**

Dermatology and Skin Surgery - Asheboro, NC

July 2022 to Present

Injections, numbing, assisting MD, DO, NP, PA in clinic, MOHS assisting

### **Assistant Volleyball Coach**

Southeastern Randolph Middle School - Ramseur, NC

February 2022 to Present

Assisting the head coach with practice and games.

### **Certified Chiropractic Assistant**

Blase Chiropractic - Asheboro, NC

July 2020 to August 2022

Front desk duties, check in, check out, taking patients on and off physical therapy, taking vitals, Taking X-rays, CR X-ray system, Chirofusion, EMR, charting, deposits and payment plans.

### **Supervisor**

Planet Fitness - Asheboro, NC

July 2017 to April 2019

Front desk

key holder

Responsible for part time employees

entering and managing statistics

answer phones in a friendly manner

assist callers with a variety of questions

Check members into the DataTrac system

New member sign-up

scanning documents

copy & fax

excel

microsoft

Take prospective members on tours of the facility

Collections

making updates to member's accounts

various cleaning

cash handling (opening and closing drawer)

### **Intern**

Greensboro Dermatology - Greensboro, NC  
February 2018 to June 2018

I worked on site for Greensboro Dermatology Associates for an externship for my Medical Assistant degree. I learned administrative and clinical procedures, HIPPA, dermatology terminology and procedures

### **Server- Certified Trainer**

Hooters - High Point, NC  
April 2016 to May 2017

Trainer, Taking orders, delivering and running food, cleaning, stocking, cash handling, making change, refill on beverages, seating, greeting, friendly and fun environment

## Education

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### **Associate in Medical Assistant**

Virginia College-Greensboro - Greensboro, NC  
July 2017 to January 2019

### **Criminal Justice**

Ferrum College - Ferrum, VA  
August 2015 to May 2017

### **High school or equivalent**

Eastern Randolph High School

## Skills

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- EMR
- Front Office
- Front Desk
- Scheduling
- Microsoft Word
- Billing
- Management
- Customer Service
- Marketing
- Receptionist
- Microsoft Office
- Cash Handling
- Vital Signs
- Injections
- CPR

- EKG
- CPR Certified
- Venipuncture
- Patient Care
- Key Holder
- Anatomy knowledge
- Triage
- Physical education
- Specimen collection / processing
- Medical office experience
- Sports Coaching
- Medical Billing
- Medical Imaging
- Medical Terminology

## Awards

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### **Triple A Scholar Athlete**

2016

### **BETA Club Secretary**

February 2015

### **Presidents List Spring 2017 semester, 2018 spring semester**

January 2018

Maintained a 4.0 GPA for the following semesters.

## Certifications and Licenses

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### **Microsoft Word**

### **Excel**

### **CPR**

### **ServSafe**

### **AED**

### **Driver's License**

### **North Carolina Tanning**

### **CCA-Level I**