Marsha Holmes

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 Shreveport, LA 71104

 (318)762-7154

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**PROFILE/OBJECTIVE:**

To obtain an entry-level medical assistant position at a hospital or clinic and provide attentive, highly professional assistance to patients and physicians.

**ADMINISTRATIVE SKILLS:**

* Microsoft Office Knowledge
* Insurance Filing & Coding Training
* Trained in Medisoft Program
* Typing
* Multi Line Phone Systems
* EHR Knowledge

**CLINICAL SKILLS:**

* Patient Assessment
* Basic Lab Procedures
* Drug Administration Testing
* Aseptic Techniques
* Venipuncture
* Spirometry
* EKG Training
* EMG Training

**EDUCATION:**

**Woodlawn Leadership Academy**

High School Diploma awarded: **MAY 2017**

**Academic Acheivements:**

* Top 20%
* GPA: 3.5
* JROTC First Lieutenant
* Woodlawn Marching Knights band trombone section leader

**Remington College-Shreveport, LA**

Medical Assisting Program Associate Degree awarded: **OCTOBER 2021**

**CERTIFICATION and TRAINING:**

* Certified Clinical Medical Assistant, Cert.# - Pending
* Current First Aid Certification ~ American Heart Association
* HIPAA-Trained
* OSHA-Trained
* Hep B Immunization Ready

**EXTERNSHIP:**

Louisiana Pain Physicians 10/04/2021 - 10/24/2021

**Medical Assistant- (Completed 160 hours of Externship)**

Duties Included:

* Patient charting
* Vital signs
* Organized patient history chart alphabetical order
* End of shift cleaning

**WORK HISTORY:**

The Guest House Rehabilitation Center 06/18/2020-08/12/2021

Ward Clerk

Duties Included:

* Telephones/direct calls to medical staff and patients and relay messages
* Deliver mail newspapers, etc to patients
* Greet visitors and direct them to patient rooms
* Relay information from the medical staff to the patient and his/her family

Circle K

Customer Service Rep 10/20/2018-09/30/2021

Duties Included:

* Handles incoming calls or inquiries from prospective customers or clients.
* Assists customers effectively by solving customer disputes
* Provides customers additional information or explains services