

Robert Smith

Reception Technician/Specialist

PERSONAL STATEMENT

To secure a medical assistant position within an healthcare organization that values integrity, strong work ethics, and dedication.

WORK EXPERIENCE

Reception Technician/Specialist

ABC Corporation - October 2013 - June 2014

Responsibilities:

- Registered new donors into electronic medical record system.
- Recorded vitals in EMR.
- Determined donors eligibility to donate based off our SOP/CTR.
- Performed opening calibrations on equipment used daily.
- Promoted within my first three months to designated trainer, cross trained to plasma processing, phlebotomist, and Sr level in all three areas.
- Promoted to Compliance Specialist Alternate.
- Used Being professional, dependable, and having a desire to be a team player.

Reception Technician

Delta Corporation - 2008 - 2013

Responsibilities:

- Also answer and screen calls and deliver messages to personnel.
- Skills Used You have to be fast and at the same time friendly to staff and donors.
- A Reception Technician for CSL Plasma is responsible for greeting donors at the plasma collection center and conducting a series of registration .
- Screening donors to see if theyd be suitable to donate plasma.
- Create donor record files and ensure donors suitability.
- Skills Used Check and record donor vitals, including total protien and hematicrit customer service creat electronic donor record file.
- This is Dummy Description data, Replace with job description relevant to your current role.

Education

Diploma in Medical Assistant - 2011(Missouri College - Brentwood, MO)

CONTACT DETAILS

1737 Marshville Road,
Alabama
(123)-456-7899
info@qwikresume.com
www.qwikresume.com

SKILLS

Microsoft, Adobe, Siebel.

LANGUAGES

English (Native)
French (Professional)
Spanish (Professional)

INTERESTS

Climbing
Snowboarding
Cooking
Reading

REFERENCES

Reference - 1 (Company Name)
Reference - 2 (Company Name)