

# Roberta N. Fox

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## Career Objective

Experienced caregiver seeks position as a Medical Assistant to provide the highest quality of health care for patients; while ensuring open effective communication, respect and teamwork. Clinical and office experience would ensure safe and reliable and efficient care of your patients.

## Skills

-Vital Signs	-Pregnancy Test	-Patient Care
-EKG	-Sterile Techniques	-Medical Terminology
-AED, CPR, Heimlich, First Aid	-Urinalysis	-Accounts Receivable
-Ability to give injections	-Specimen Collection	-Accounts Payable
-Customer Service Skills	-Butterfly Punctures	-Invoices
-Phone experience	-TB Test	-Quick Books
-Centrifuge	-Strep Test	-Quicken
-Capillary Punctures	-Infection Control	-Payroll
-Exam room prep	-HIPPA	-Professionalism

## Certification

American Medical Technologist (AMT) Medical Assistant certification (pending)

## Education

Northeast Technical Institute, Scarborough, ME December 2011- June 2012  
*Clinical Medical Assistant (CMA) Career Diploma*

Biddeford Vocational School, Biddeford, ME September 2008- June 2009  
Certified Nursing Assistant (CNA) *Certificate*

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## Work History

North End Auto LLC, Saco, ME August 2012- Present  

- Office assistant, bookkeeper, Quick Books, Quicken, ADP payroll, invoices, accounts receivable/accounts payable, inbound and outbound calling*

TWC Marketing, Scarborough, ME October 2010- March 2012  

- Outbound telephone sales, set up appointments, customer service, worked independently, self-motivated*

Mirror Image, Old Orchard Beach, ME October 2011- December 2011  

- Inbound Telephone Sales, calculated, computed, wonderful computer skills, balanced accounts receivable*

Kennebunk Nursing & Rehab Center, Kennebunk, ME October 2007- January 2008  

- Patient Care, CNA duties, customer service, anticipated patient's needs, outgoing, ability to work well with others*

*References Available Upon Request*