

Dara A. Miller

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Objective: My objective is to further my career and experience as a Medical Assistant, and to effectively contribute my skills and appreciation for patient care to a medical practice.

Experience: Foot + Ankle Specialty Centers | Externship| 06/2010-07/2010| Mesa, AZ.

- Answer patient calls and schedule appointments.
- Assist with appointments and procedures from toenail removal to diabetic care.
- Obtain patient histories and chief complaint's with use of EMR.
- Anticipate and meet the Doctors' needs.

Desert Grove Family Medical | 08/17/2010-09/30/2011| Mesa, AZ.

- Obtain vitals
- Room patient's with use of EMR.
- Performance of EKG's, PFT's, blood sugar checks, injections, vaccinations, urinalysis, and manual blood pressure readings.
- Assistance with procedures such as biopsies, pap smears and cultures, mole/skin tag removals, incision and drainage, and toenail removals.
- Efficient multi-tasking while meeting the needs of the providers and patient's alike.

Education: Aptos High School | Aptos, CA. | 2002-2006

- Maintained a 3.0-3.5+ GPA

PIMA Medical Institute | Mesa, AZ. | 10/2009-06/2010

- Graduated with honors.
- Excelled in skills such obtaining vitals, phlebotomy, administering vaccinations, and various back office procedures. I also performed very well in clerical tasks such as appointment scheduling, speedy data entry EMR use, insurance verification and gained knowledge of HIPAA rules and regulations.

Further information: Over the years, I have mainly held customer service and retail positions; needless to say there's nothing I enjoy more than helping other people. I consider myself to be a very reliable and diligent worker, am respectful of others and their time, maintain a good attitude towards my work, am very easy to get along with, and enjoy working as a part of a team. I consider myself to be technologically savvy with experience in Microsoft Office programs as well as various EMR softwares. I can proudly say with confidence that I will be a solid addition to any staff and am excited to begin as soon as I possible.