

Anna Scott

3022 Kelly Circle Montgomery AL 36116

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Objective

To obtain a role as a medical assistant in which I can apply my educational background and time management skills to provide quality assistance to both physicians and patients.

Experience

Schnellecke

May 2021 – November

2021

Tuscaloosa, AL

Tucker driver, Sorter

Express Employment

November 2021 – May 2022

Tuscaloosa, AL

Inspection, Paint shop, Scanner, unloading, loading

Bufford Security

April 2022 – July 2023

Montgomery, AL

Responsible for responding to alarms and emergencies. This includes evacuating the building, contacting emergency services. Responding to alarms and calls of security concern; Keeping daily logs of. Alerting authorities if needed for emergencies or security breaches.

Jackson Hospital

August 2023- 2024

Montgomery, AL

Responsible for drawing blood, assisting nurses, vital sign, unit secretary, charting. Keeping up with daily logs, administering patients into their rooms.

Dr.Pou Family Medicine

October 2023- 2024

Montgomery, AL

Responsible for front desk: Insurances, scheduling appointments, canceling appointments, checking in patients. Back desk: Answering phone calls, calling in prescriptions, transferring paperwork, Lab work, Drawing Blood, Administering Injections, Triage, gathering labels for patients. Keeping the workplace clean, making sure all labs were sent off to labcorp.

Education

Linden High School

Linden, AL

GPA 3.84

Auburn at Montgomery

Montgomery, AL

GPA 2.5

Fortis College

Montgomery, AL

GPA 3.7

Organization

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- National Society of leadership and Success (NSLS)
- National Honors Society (NHSS)
- Beta Club
- Student Council Vice President
- Class Vice President
- AUM Student Ambassadors
- FFA
- FBLA

Awards/Honors

Principal Award, Dean's List, All year-round award, best defensive player basketball, Volleyball award, Highest GPA award volleyball, Highest GPA award, Track. Leadership Award.

Certifications

- Microsoft Skills
- Certified Medical Assistant
- CPR Certified