

LaKeisha LucasRamirez

Life Insurance Agent

Warner Robins, GA 31093

lakeishalucasramirez2_ccs@indeedemail.com

+1 478 213 8407

Professional Summary

Seeking Mobile, Traditional or Virtual signing agent position. Friendly punctual and professional Notary. Contact today to set up an appointment.

Willing to relocate: Anywhere

Authorized to work in the US for any employer

Work Experience

Tax preparer/ Notary Signing Agent

Jackson Hewitt-Georgia

January 2012 to Present

with Jackson Hewitt for tax seasons. Input information, data entry and bookkeeping. Printing out checks keep a recorded log and maintaining spreadsheets to keep an accurate record of daily activities.

All Medical Staffing

January 2015 to November 2015

Centrifuging

- Utilizing pipette to remove plasma for PT/INR testing

Certified Medical Assistant

Harvey Jones M.D

January 2014 to December 2014

Venipuncture

Insurance Prior Authorization

Vital Signs Scheduling

Autoclaving

Certified Medical Assistant

Benjamin M. Johnston, M.D-Macon, GA

January 2013 to December 2013

Filing

Bookkeeping

Taking Patient's Vital Signs

- Medical Billing and Coding
- HIPAA Knowledge

- Injections
- Urinalysis
- Blood Draws
- Medical Terminology
- Filing, Faxing and computer knowledge
- E Clinical Software to update and enter data, maintained patients' scheduling.

Server/Bartender

Blumenthal Arts Center-Charlotte, NC

August 2007 to June 2008

Used excellent customer service skills to seat patrons, take food/drink orders from patrons.

- Prepared drinks and food items as necessary to facilitate service in a food establishment.

Server/Waitress Supervisor

Shoney's, Levy and IHOP Restaurants-Charlotte, NC

February 2001 to August 2007

Supervised waitress and serving staff on proper restaurant procedures.

- Trained new waitress/serving staff as needed.
- Used excellent customer service skills to seat patrons, take food/drink orders from patrons.
- Prepared drinks and food items as necessary to facilitate service in a food establishment.

Shipping/Receivables Clerk

Shoney's, Levy and IHOP Restaurants-Charlotte, NC

February 2001 to April 2004

- Processed all outgoing and incoming items.
- Assisted customers with shipping needs as necessary.

La Keisha Jackson .

Phlebotomist

Unionville Clinic-Macon, GA

February 1996 to April 2000

- Verifies test requisitions by comparing information with nursing station log; bringing discrepancies to the attention of unit personnel.
- Verifies patient by reading patient identification.
- Obtains blood specimens by performing venipunctures and finger sticks.
- Maintains specimen integrity by using aseptic technique, following department procedures; observing isolation procedures.
- Tracks collected specimens by initialing, dating and noting times of collection; maintaining daily tallies of collections performed.

Certified Nursing Assistant

Unionville Clinic-Macon, GA

February 1996 to April 2000

Provide high quality patient care as an intern and per diem CNA within surgical, acute care, rehabilitation, home healthcare and nursing home settings.

- Preserve patient dignity and minimize discomfort while carrying out duties such as bedpan changes, diapering,

emptying drainage bags and bathing.

- Commended for chart accuracy, effective team collaboration, patient relations and consistent delivery of empathetic care.

Education

Diploma in Medical

Central Georgia Technical College - Macon, GA

2012

Certification in Medical

Central Piedmont Community College - Charlotte, NC

2009

Skills

- Medical Coding
- Aseptic Technique
- EMR Systems
- Tax Experience
- Experience Administering Injections
- Insurance Verification
- Laboratory Experience
- Medical Billing
- Venipuncture
- Vital Signs
- Patient Care
- Medical Records
- Medical Office Experience
- QuickBooks
- Anatomy Knowledge
- Transcription
- Phlebotomy

- Physiology Knowledge
- Clerical Experience
- Time management
- Basic math
- Food service
- Microsoft Word
- Restaurant experience
- Restaurant experience
- Serving
- Bartending

Certifications and Licenses

Certified Medical Assistant

Life Insurance License

June 2023 to July 2025