Naomi Ruiz Escamilla

Gainesville, Georgia

678-780-9130

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**Summary**

Organized and dependable candidate successful at managing multiple priorities with a positive attitude. Willingness to take on added responsibilities to meet team goals.

**Education**

**West Hall High School**

High School Diploma

Oakwood, Georgia

Graduated May 2018

* Future Health Professionals (HOSA) 2017-2018
* Community service - Physicals for special kids ( October 2017) - Waterfalls Residency home ( October 2017)

**North Ga Nursing Academy**

Flowery Branch, Georgia

Graduated November 2020

* Medical Assistant
* Internship at Lakeshore Surgical Center

**Employment History**

**Syfan Logistics**

Logistics Coordinator

Gainesville, Georgia

October 2018- Present

* Maintained excellent working relationships with customers by efficiently responding to inquiries and complaints concerning work orders, invoices and shipments
* Managed loading, unloading, movement and sorting of supplies to keep deliveries on schedule.
* Tracked orders and notified customers of status or potential delays.

**Meadows Surgical Arts**

Certified Medical Assistant

Buford, GA

October 2022 – February 2025

* Assist with routine checks and diagnostic testing by collecting and processing specimens.
* Documented vital signs and health history for patients in clinic environments.
* Sanitized, restocked and organized exam rooms and medical equipment.

**Longstreet Pediatrics**

Patient Care Coordinator

Oakwood,Ga

March 2022– October 2022

* Used Epic to schedule new and follow-up appointments for patients.
* Processed payments from patients for co-pays and uninsured visits.
* Checked patient insurance, demographic and health history to keep information current.

**Professional Skills**

Multi-Tasker: Advanced

Customer care: Expert

**Languages**

English: Fluent

Spanish: Native