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# Ashli Davis

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## **PROFESSIONAL SUMMARY**

I am a dedicated individual with a purpose to use my skills and expertise within the career setting that I am inquiring about. I have skills in medical administration, patient care, whether inpatient or outpatient, phlebotomy, and Microsoft Office, Google, and other multi office tools. I am highly organized and detail oriented as well as great with time management on projects and a quick learner to new software. I am seeking to secure a position that will utilize my administration services and/or medical expertise to maintain confidentiality while providing excellent service.

## **SKILLS**

Exceptional Communication, Professional Phone Etiquette, Detailed Oriented, Multitasking Ability, Data Entry, Graphic Design, Canva, Cap Cut, Adobe, iMovie, Excellent use of Safety Precautions, Analytical Thinker, conflict resolution, and strong client relations.

## **Delivering Real Entertainment and Music LLC., San Diego, CA — *Station Manager***

**October 2020 - PRESENT**

- Create and present radio programming by interviewing guests, take calls from listeners, promote products or local events, and manage station contests
- General Administrative Support
- Data Management
- Graphic and video designing
- Event coordinator
- Assist with Company Bookings

## **Vegas Black Pride — *Public Relations***

**October 2020 - October 2023**

- General Administrative Support
- Data Management
- Graphic and video designing
- Event coordinator
- Assist with Company Bookings

## **Scripps Health, La Jolla, CA — *Certified Nurse Assistant***

**September 4, 2018-Present**

- Assist patients with daily living activities
- Assist nursing staff with daily task
- Maintain medical data entry and documentation
- Patient verification
- Med Surg/Oncology
- Monitor and maintain stock level of medical supplies
- Perform Quality Review Procedures on medical records
- Obtain blood samples and perform other laboratory tests, using safety precautions
- Ensure OSHA requirements are met for the proper use, storage, and disposal of needles
- Proper collection procedures

## **EDUCATION**

North High School Wichita, KS— High School Diploma- 2010

Cloud County Community College Junction City, KS — Certified Nurse Assistant- 2013

Phlebotomy Training Specialist San Diego, CA — -Phlebotomy License Certification- 2023

BLS Certified