

FAX COVER

**KIM BRODBER
RESUME**

**ATTENTION:
CHRISTINA**

Kim Brodber

3211 Crosspine Way, Apt.306 ~ Orlando, FL 32829
954-682-9942 ~ Email: Kimb2909@gmail.com

Objective:

To obtain a position as a Medical Assistant within an office that will offer professional and personal growth, and promotes a team atmosphere where I can utilize my skills and knowledge of the medical field to further the office objectives.

Skills:

Front/Back Office

- ✚ Blood draws/phlebotomy
- ✚ Appointment scheduling
- ✚ Urinalysis
- ✚ Patient flow management
- ✚ Charting
- ✚ Administer injections
- ✚ Set-up sterile trays
- ✚ Bandaging
- ✚ EKG
- ✚ Autoclaving/sterilizing
- ✚ Administer medications
- ✚ Phone triage
- ✚ Vital signs
- ✚ Filing
- ✚ Billing/Verification

Computer: Microsoft Word ▪ Medical Manager

Education:

High-Tech Institute Orlando, FL 09/2009-05/2010
 Medical Assistant Diploma GPA 4.0
Awards: Academic Excellence and Perfect attendance
Certifications: CPR, OSHA, HIPAA-trained

University of the West Indies (Mona) Kingston, JA
 Literature and Social Sciences
 114 Semester Credits

Experience:

Rosewood Medical Orlando, FL 04/2010-05/2010
 Medical Assistant Externship
 Walked patients in/out, Rooming, Prepared rooms, Vital signs, Charting, Administered injections and medications, Blood draws, Urinalysis, Nebulizer treatment, Spirometry, Tympanometry tests, Set-up sterile trays, Assisted physicians in minor procedures, Filing, Insurance verification, Phone triage, Data entry, EMR software, Health Maintenance,

Air Jamaica Holdings Ltd. Kingston, JA 09/2000-03/2010
 Flight Attendant
 Responsible for in-flight passenger safety and comfort, Second in charge to Purser on most flights, Acted as Purser when needed, Accurately reported and reconciled in-flight sales and inventory, Made in flight public announcements to ensure passenger safety

Volunteer Service
Disney Marathon Orlando, FL 03/2010
