
JANE GOODALL
705 N KILLINGSWORTH
PORTLAND, OREGON 97217

Objective: Medical Assistant - Back Office

Education

Portland Community College, Portland, OR
Medical Assisting Certificate 2008
Honors: Medical Assisting Program
Medical Assisting Club Leader and member of AAMA
Associates of General Studies 2006

Directed Practice

Native American Rehabilitation Association Health Clinic, Portland, OR (288 hours)

- Developed awareness of illnesses common to native populations. Discussed alternatives and healthy lifestyle choices for chronically underserved individuals
- Served a diverse socio-economic and cultural population of all ages and levels of care needs
- Worked with patients with multiple co-occurring disorders and mental illness. Familiar with lifestyle choices that compromise physical and cognitive constitution, especially patients with alcohol and drug dependence
- Encourage patients to self advocate and be proactive in their care
- Extensive hours in medical record management and ensured file integrity
- Developed broad Phlebotomy skills due to the nature of patients served and clinic mission
- Refer clients to services for social services, legal and financial support
- Listened to client's story regarding medical condition as well as life concerns while taking vitals and preparing the patient for medical tests and exam
- Allay fears and help patients relax while waiting for medical results and practitioners
- Collect lab specimens and prepare for transport and testing
- Skilled at retrieving past medical provider information via phone and internet searches
- Report patient comments to medical team for continuity and patient care
- Relay sensitive messages according to HIPAA and common sense

Employment History

Nanny, Johnson Family, Portland, OR 2005-Present

- Encourage safe and developmental activities for child with learning disabilities
- Monitor behavior and dispense medication
- Foster emotional development and appropriate interaction with others

Usher, University of Portland, Portland, OR 2000-2002

- Escorted individuals with disabilities through chaotic environment with attention to safety
- Observed guests and reported suspicious behavior

Manager - in Training, Domino's Pizza, Portland, OR 1995-2000

- Trained team members to perform quickly and with attention to sanitary practices
- Totaled accounts receivable daily and cash handling of numerous transactions
- Processed bank deposits for approx. \$800-\$1,000 in cash
- Filed all personnel documents and maintained secure file storage for 10 employees
- Conducted daily inventory and ordered supplies