

Brittney Holmes, NCMA/RN-AS

Milton, Florida 32583

(850) 781-6317

brittneyholmes28@yahoo.com

OBJECTIVE: Seeking a position within an Organization that will utilize great organization skills, outstanding patient care and experience. An Organization of values including Integrity, Compassion and Excellence.

Skills & Abilities:

Proficient in Microsoft 2007	Administer Injections/Meds
Performed Hematology	Customer Service Skills
Equipment Sterilization	Document Vitals
Electrocardiography	Performed Phlebotomy
Analyzed Urinalysis & Bacteriology	Percutaneous tibia nerve stimulation
Scheduling Appointments	Bladder Installations (IC)
Progressive weight loss management	Wound Care/Suture Removal
Sterile Procedure Techniques	Cardiopulmonary Resuscitation
Preparing blood samples for laboratory tests	preparing patients for examination
Medical Terminology	Critical Thinking
Stamina/Ethics/Confidence	Compassion/Communication
Adaptability/Commitment to development	Excellent Team work skills
Catheterizations	Microbiology
Ear/Wax Irrigations	

Certifications:

National Certified Medical Assistant	OSHA/HIPPA
CPR/First Aid	Blood/Airborne Pathogens
Electronic Health Records (SpringCharts)	Urgent PC
Sciton Joule-Aesthetic System	Cosmetology
DS/BAT	Occupational Health

Community Service:

Breast Cancer Awareness 5k	American Cancer Society 2013
Saint Clare's 12th Annual Breast Cancer Walk	Rockway Townsquare Mall 2014
6 HRS @BerryHill Manor Retirement Home	School Assignment PSC 2017
6 HRS @ Santa Rosa Medical Center Surgery	Robotic/Gynecological Surg 2017
Donations for Manna Food Bank	

Employment History:

Baptist Urgent Care & Occupational Health-Airport-Pensacola, FL
10/7/19-Current. Dr. Lungquist, Dr. Atwood& Dr. Russo

Nationally Certified Medical Assistant

Record Patients History/Vital Statics
Prepare Treatment Rooms for Patient Examinations
Prepare Patients for DOT Physicals/Sports Physicals
EKG's
Airway Inhalation Treatments (Nebulizers)
Apply Splints/Cast (Forearm/Lower Leg/Upper&Lower Extremities-Etc)
Initial Burn Treatments/Wound Care
Remove Impacted Ear Wax/Foreign Objects-Flush
Eye Irrigation's
Suture Removal
Drainage of Simple/Complicated Skin Abscess
Repair Simple Wounds/Repair Intermediate Wounds
Administration Immunization of Vaccine, Initial
Administration Immunization of Vaccine, Each ADD'L
Flu Vaccine/Quadrivalent Flu Vaccine
Administration Therapeutic Inj/Antibiotic, Initial
Anti-biotic-Drug/Anti-Inflammatory-Drug/Anti-Nausea-Drug
Tdap(Tetanus/Diphtheria/Pertussis)-Drug/Tetanus Toxoid/Diphtheria-Drug
Administration of Hepatitis A&B
Venipuncture
Flu Testing-Rapid A&B
Strep Screen-Rapid
Glucose Blood Test
TB Skin Test/Result Reading
Drug Screenings
Visual Acuity
Audiometry Testing
Whisper Testing
Urinalysis/Collects for Cultures
Urine Pregnancy Test
Mononucleosis Blood Screening
Apply Slings/Ace Bandages
Blood Draw for Lab Testing/Phlebotomy
Charting/Documentation/Screening Phone Calls/Scanning&Faxing
Assist With Emergency and Immediate Care
Ordering of Diagnostic Images (X-rays)

Coyle Institute/Urogynecologist/Dr. Micheal Coyle-Pensacola, FL 08/2015-9/2019

Nationally Certified Medical Assisted

Assist with Broad Band Lightening Treatments-Photofacial/Forever Young/Forever Bare/Skin Tight
Performed Voiding Trials for Post-Surgical Patient
Record Patients History/Vital Statistics
Prepare Treatment Rooms For Patient Examination
Interview Patients to Obtain Medical Information
Train Newly Hired Medical Assistants
Clean and Sterilize Instruments & Dispose of Contaminated Supplies
Authorize Medications Refills & Provide Rx Information to the Pharmacies
Administer Injections & Medications as directed by the Physician
Explain Treatments, Procedures, Diets, and Medications & Physicians Instructions to the Patient
Assist All Doctors and Advance Registered Nurse Practitioners
Perform Urodynamic Studies on the Patient
Collect Laboratory Specimens for Testing (Blood/Urinalysis/Biopsy of Tissue/Pap Smears)
Perform Percutaneous Tibia Nerve Stimulation Procedures
Perform Bladder Installations for Patient with Interstitial Cystitis
Prep & Assist Patients for Vaginal Rejuvenation Laser Procedures
Prep & Assist Patient Patients for Vaginal O-Shot (Orgasmic Enhancement)Procedure
Assist With Cystoscopy /Interstim Adjustments/Colposcopy/Labiaplasty/LEEP Procedures
Assist with IUD Inserts & Removals-Mirena/Paragard/Kyleena and Skyla Devices
Inventory of Medical Supplies and Instruments-Ordering Supplies
Charting/Documenting/Screening Phone Calls/Scanning and Faxing Patient Information
Catheterizing Patients Using Sterile Techniques
Coding and Authorizing Diagnostic Test for Outpatient Procedures
Wound Care/Suture Removal
Scheduling Appointments
Voiding Trials for Post-Surgery and General Patients
Assist with PRP Treatments-Lichen Sclerosis/Lichen Simplex Chronius

Santa Rosa Women's Group/Urogynecology/Dr. Micheal Coyle-Milton,FL 2013-2015

Nationally Certified Medical Assistant

Record Patients History/Vital Statistics
Prepare Treatment Rooms For Patient Examination
Interview Patients to Obtain Medical Information
Train Newly Hired Medical Assistantts
Clean and Sterilize Instruments & Dispose of Contaminated Supplies
Authorize Medications Refills & Provide Rx Information to the Pharmacies
Administer Injections & Medications as directed by the Physician

Explain Treatments, Procedures, Diets, and Medications & Physicians Instructions to the Patient
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 Assist with IUD Inserts & Removals-Mirena/Paragard/Kyleena and Skyla Devices
 Inventory of Medical Supplies and Instruments-Ordering Supplies
 Charting/Documenting/Screening Phone Calls/Scanning and Faxing Patient Information
 Catheterizing Patients Using Sterile Techniques
 Coding and Authorizing Imaging Orders For Outpatient Procedures and Medications
 Wound Care/Suture Removal

Tropical Waves Department Store-Pensacola Beach, FL 2014-2014

Manage Merchandise	Cashier
Manage Employees	Stock Store Items
Maintenance Store	Airbrush/Design

Ryans Buffet-Milton, FL 2011-2014

Baker/Cashier/Waitress/Bar Runner

Manage Merchandise	Cashier
Manage/Train Employees	Stock Store Items
Maintenance Store	Prep Food
Wait Tables	Bake & Design Deserts
Hostess	

West Florida Primary Care-Pensacola, FL 2013-2013

Six Week Externship Student-Certified Medical Assistant-Fortis Institute

Vitals/Charting/Obtaining Patient Information
 Ordering Diagnostic Testing / X-rays/Ultrasounds/Mammograms/DEXA Scans, etc
 Screen Phone Calls for Referrals
 Schedule Tests/Treatments/Appointments
 Refilling Prescriptions
 Administer Injections/Adace(Tdap), Deptace (Dtap), Hepatitis b, B-12, Kenalog, etc
 Assist with Skin and Mole Removals/Also Ear Wax Irrigational Procedures
 Wound Care
 Urinalysis & Drug Screening

Equipment Sterilization. Prepare Patient Examination Rooms
Assist Physicians

Selma Country Club-Golf Association-Selma, AL

2008-2010

Waitress/Bartender/Hostess

Proshop Served Food & Beverages
Host Parties/Events Wait Tables
Decorate for Events-Birthday Parties/Weddings/Wedding Receptions/Bridal Showers/Reunions
Communicate Regarding Orders/Complaints/Comments
Ensure Customer Satisfaction

Education & Training

Pensacola State College-Pensacola, FL 2015-2019
RN-ASN-Graduate/Diploma/Certification 2019-2021
RN-BSN Current

Fortis Institute College-Pensacola, FL 2012-2013
Medical Assistant Program/Certificate/Diploma/Graduate

Wallace Community College-Selma, AL 2009-2010
Cosmetology Program/Certification/Graduate

Selma High School-Selma, AL 2005-2008
Graduate/Diploma

Reference

Brittney Holmes, NCMA/RN-AS
(850) 781-6317

Milton, FL
Brittneyholmes35@yahoo.com

*West Florida Medical Group-Pensacola, FL-(850) 494-4600

Kristi Mooney-Practice Manager

Dr. Philip Ham, DO

Rex Delaune, MD

Rebecca Bailey, CMA 850-857-4040

*Ryans Buffet-Pace, FL (850) 994-9966

Mr. Howard-General Manager

*Coyle Institute-Pensacola, FL (850) 983-3528

Micheal Coyle, DO EXT (850) 313-9868

Jessica Roger, DO (770) 597-5962

Alicia Crane, ARNP EXT (850) 501-9378

Amy Stone, ARNP (850) 516-4195

Ashley Mistovich, Surgical Tech (850)-736-3009

*Pensacola State College-Pensacola, FL (850) 484-4400

Cammie Buchanan, Student Advising EXT 4415

*Vaughn Regional Medical Center, Selma, AL (334) 875-1264

Ann Jackson, Supervisor of Dietary

*BerryHill Manor Retirement Home, Milton, FL (850) 623-6550

Cheryl, Management

Continue of References;

Baptist Urgent Care & Occupational Health (Airport & Nine Mile
Location) Pensacola, Fl

Savanna Brooks
Practice Manager II
850-908-1104

Stephanie McLean
Practice Coordinator II
850-313-9412

Tawanna Dyer
Clinical Educator-Physician Services
850-346-0803

Ashely Driver
Clinical Practice Coordinator
850-208-6432



West Florida
Medical Group

PRIMARY CARE

July 25, 2013

Re: Letter of Recommendation for Brittany Holmes

To whom this may concern,

I have had the pleasure of working very closely with Ms. Brittany Holmes as she performed her medical assistant externship with our clinic. During her 6 weeks here, she has gone above and beyond what any other medical assistant student has ever done. She was uniquely put in the position to be my only MA after only a few weeks of working with our clinic, as we were short a nurse. She performed brilliantly. She has proven herself to be extraordinarily hard working. She is punctual, has a sense of urgency, and demonstrates pride in everything she does. She demonstrates an eagerness to learn more, competence, friendliness, and a high degree of professionalism. I have been overly pleased with her performance and she will be an asset to anyone she works with. Out of the medical assistants I have worked with, she has been my favorite.

Please let me know if I can be of further assistance.

Sincerely,

Philip Ham D.O.
Family Medicine Physician



West Florida
Medical Group

PRIMARY CARE

July 29, 2013

RE: Brittney Holmes

To Whom It May Concern:

I feel privileged to write a reference letter for Ms. Brittney Holmes. She served as a Medical Assistant during her externship at West Florida Primary Care-Nine Mile Road. Brittney brought a sound understanding of her profession and dependability to our facility. Brittney was very eager to do anything that was asked of her and always seemed to do what was right for the patient. It was abundantly clear that she took pride in her work performance.

I fully endorse Brittney for a clinical roll in your practice. Should you need additional information, please do not hesitate to contact me.

Sincerely,

Kim Mooneyham
Practice Manager
(850)857-4042



Michael J. Coyle, DO FACOOG, FPMRS | Jessica Rogers, DO | Amy Stone, ARNP | Alicia Crane, ARNP

September 13, 2019

Dear Human Resource Director:

It is my honor to write this letter of recommendation on behalf of Brittney Holmes. I have known Brittney since my arrival to the Coyle Institute for Female Pelvic Medicine and Reconstructive Surgery two and a half years ago. She is hands down the best medical assistant I have ever worked with. She is an extremely hard worker and is the "go-to" person when you need something done quickly and correctly. Brittney can multi-task effectively and handle any situation with professionalism and grace. She will have labs, radiology reports and other medical documents to you before you even know you need them. She is always on the ball and giving us her best.

Brittney has an excellent bed-side manner and our patients absolutely adore her. She is kind, personable and always has a smile on her face. She not only makes our patients feel comfortable but also treats her co-workers in the same positive and upbeat manner. Brittney is a true team player and shines daily.

Brittney is also intelligent and is going to succeed in anything she sets her mind to. She is highly self-motivated and truly capable of any goal she sets out to achieve. I am sad to see her leave our office, but I would be disappointed in her if she did not keep reaching for other ambitions as she has the intelligence and fortitude to continue her education.

Please do not hesitate to contact me for additional information.

Sincerely,

Jessica Rogers DO FACOOG
Dr.Rogers@CoyleInstitute.com

850.983.3528 | Fax 850.983.3546 | CoyleInstitute.com | 9295 Scenic Highway, Pensacola, Florida 32514

COYLEINSTITUTE.COM

LIVE | LIFE.

10/10/19

Amy Stone, APRN-C
Coyle Institute
9295 Scenic Hwy
Pensacola, FL 32514

It is my pleasure to write a letter of recommendation for Brittney Holmes, a talented medical assistant who I have worked with for over 5 years. Brittney has been a highly valuable asset to our team and ranks among one of the best workers I have ever supervised. I recommend her to you very highly.

Brittney has shown an extremely high level of critical thinking and self motivation throughout the time I have known her. She is a highly organized individual that can manage a schedule and complete patient tasks extremely efficiently. Her customer service skills are top-notch and she is highly skilled at building rapport with clients/patients. Her office skills include Foley catheter insertion, drawing blood, assisting in minor surgical procedures, etc.

In short, I give Brittney my highest recommendation. She is one of the best workers I have supervised and possesses great drive and patience. I fully expect her to be an asset to your practice.

Sincerely,

A handwritten signature in black ink, appearing to read 'Amy Stone', written in a cursive style.

Amy Stone, APRN-C

To whom it may concern,

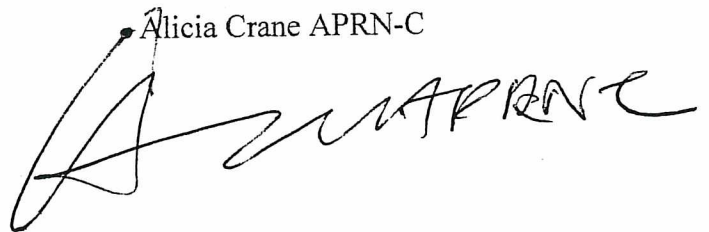
I am writing this letter of recommendation for Ms. Brittney Holmes. I have had the pleasure of closely working with her for over the last 6 years. She has been the main medical assistant working with me but has also worked closely with our two physician and one other nurse practitioner.

Brittney is a great medical assistant. She goes above and beyond what is expected from her in regards to her job duties. She is great with the patients and makes them feel at ease. There is not a day that goes by that I do not hear a compliment from a patient about her.

Brittney is also a great person. She is genuinely a very kind and caring individual. She is always there to help and will do everything in her ability to make the situation better.

She is a huge part of our team and she will be truly missed. I know that her decision is for her future and I wish her all the best. She will be a great asset to any medical practice.

Alicia Crane APRN-C

A handwritten signature in black ink, appearing to read 'Alicia Crane', written in a cursive style.