**Alexi J. Markgraf**

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**EDUCATION & CERTIFICATIONS**

Wisconsin Department of Safety and Professional Services Tentative date June, 2021

* Licensure

Southwest Technical College

* Completed Practical Nursing Degree 2021

American Heart Association

* Completed CPR/AED for Professional Rescuers and Healthcare Providers Up to date

Madison College 2018

* Completed Nursing Assistant Course

American Association Of Medical Assistants January 31, 2018

* Completed and passed Certification Exam

Madison College 2017

* Completed Medical Assistant Program

Academic Honors and Awards

* Dean’s list- Honors 05/23/2017

01/03/2017

05/15/2016

**SKILLS AND STRENGTHS**

|  |  |  |
| --- | --- | --- |
| ✔ Professional and ethical attitude | ✔ Inviting personality and attitude | ✔ Collaborative with all staff |
| ✔ Excellent interpersonal skills | ✔ Superb multitasking skills | ✔ Exceptional computer skills |
| ✔ Excellent communication skills | ✔ Compassionate patient care | ✔ Professional in and out of work |

**CORE COMPETENCIES**

|  |  |  |
| --- | --- | --- |
| ✔ Microsoft Suite and Internet | ✔ Patient histories and vital signs | ✔ Medical terminology |
| ✔ PC and Mac | ✔ Epic system | ✔ CPR and First Aid certified |
| ✔ Problem solving | ✔ OSHA regulations | ✔ Collect and process specimens |
| ✔ HIPAA | ✔ Patient correspondence | ✔ Maintain medical records |

**PROFESSIONAL EXPERIENCE**

Certified Medical Assistant

UW health- Belleville 1121 Bellwest Blvd Belleville, WI, 53508 (608) 424-3384

Job requirements November 2019- August 2020

* Obtaining vitals and histories of patients
* Working with doctors to give excellent care to patients
* Adapt to new facilities and workers

Certified Medical Assistant

UW health- Float pool 20 S. Park street Madison, WI 53715 May 2019- November 2019

Job requirements

* Obtaining vitals and histories of patients
* Working with doctors to give excellent care to patients
* Adapt to new facilities and workers

Certified Medical Assistant

UW health-Verona, 100 N. Nine Mound Rd, Verona, WI 53593 (608) 845-9531 May 2017 - May 2019

Job requirements

* Obtaining vitals and histories of patients
* Working with doctors to give excellent care to patients
* Working with Epic System