

Monica Martinez

Madison, WI
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Authorized to work in the US for any employer

Work Experience

Medical Assistant

Marathon Health - Pensacola, FL
May 2018 to May 2021

Responsible for supporting both the front and back office, including greeting and rooming patients, scheduling, answering phones, taking vitals, drawing blood, administering vaccines, and providing additional clinical support wherever needed.

Medical Assistant

Encompass Family Physicians Medical Group
March 2016 to February 2018

Perform routine administrative and clinical tasks to keep the offices of physicians and other health practitioners running smoothly in a high paced environment. Administrative duties include answering telephones, greeting patients, updating and filing patients' medical records, filling out insurance forms, handling correspondence, scheduling appointments, arranging for laboratory services, and handling billing and bookkeeping.

Lead Assistant Manager

Domino's Pizza
March 2013 to March 2016

Supervise and lead the team while on duty, resolve customer complaints, provide exceptional customer service, manage labor costs, create deposits, operate cash register, issue change, assist with preparing the food and conducting inventory.

Education

Associate in Science (AS) in Nursing

Pensacola State College
May 2021

Diploma in Medical

Kaplan College
April 2016

San Diego City College
May 2013

Skills

- Venipuncture
- Phlebotomy
- Experience Administering Injections
- Nursing

Languages

- Spanish - Fluent

Certifications and Licenses

Basic Life Support (BLS)

December 2021

NIHSS

November 2021

CPR Certification

RN

Assessments

Patient-focused care — Highly Proficient

June 2021

Responding to patient concerns with sensitivity

Full results: [Highly Proficient](#)

Indeed Assessments provides skills tests that are not indicative of a license or certification, or continued development in any professional field.