

# Melony Schluechtermann

Catawissa, MO 63015

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A driven team player looking for a position that will allow me to utilize my knowledge to become part of a team that shares the commitment to providing the highest level of care and compassion for our patients as I do.

Authorized to work in the US for any employer

## Work Experience

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### **Time off**

January 2020 to Present

This time off was due to a medical emergency I had. I will happily provide details and documentation of recovery upon request.

### **Medical Assistant**

Family Medical Care Center

January 2017 to December 2019

- Performed medical scribe duties
- Coordinate front office duties and greet patients
- Assist physician with in-office procedures and testing
- Manage back office duties and prepare, clean and maintain rooms

### **Medical Assistant (Externship)**

Clinical Site

November 2017 to December 2017

- Coordinate front office duties and greet patients
- Assist physician with in-office procedures and testing
- Manage back office duties and prepare, clean and maintain rooms

### **Personal Time Off**

October 2010 to September 2016

This time was dedicated to raising my family. During this time I also had started a home business making custom order items.

### **Account Sales Representative temporary**

Allegis Group

September 2010 to September 2010

- Communicated with customers, answered inquiries and offered solutions
- Maintained account records and ensured transactions were well noted

### **Temp Associate**

Foot Locker

June 2007 to July 2007

- Developed customer relationships and assisted with any inquiries
- Managed financial transactions and maintained all office records

### **Temporary Crewmember**

McDonald's Restaurant

March 2007 to April 2007

- Adhered to strict OSHA safety and sanitation standards
- Worked as a team to ensure prompt and courteous service

## Education

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### **Diploma in Medical Assistant**

St. Louis College of Health Careers

April 2017 to December 2017

### **GED**

St Louis University - St. Louis, MO

May 2004

## Skills

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- Great interpersonal skills
- Experience with patients
- Cashier experience
- Quick learner
- Driven and ambitious to learn all there is
- Very adaptable, including to very high pressure fast paced situations.
- EMR systems
- Vital signs
- Phlebotomy
- Medical office experience
- Insurance verification
- Medical terminology
- Laboratory experience
- Medical billing
- Computer skills
- Caregiving
- Medical records
- Medical scheduling
- Documentation review
- Google Docs
- Special needs

- Cold calling
- Microsoft Office
- ICD-10
- Sales
- Medical receptionist
- Clinical laboratory experience
- eClinicalWorks
- Typing

## Languages

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- English - Expert
- Spanish - Intermediate

## Certifications and Licenses

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### **Medical Assistant**

Present

### **CPR/First Aid Certified**

## Assessments

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### **Medical receptionist skills — Highly Proficient**

September 2021

Managing physician schedules and maintaining accurate patient records

Full results: [Highly Proficient](#)

### **Home health aide skills — Expert**

September 2021

Providing care to patients in a home setting

Full results: [Expert](#)

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