



• Knowledge of dermal fillers,   
 neurotoxins, and lasers

• Knowledge of medical-grade   
 skincare lines

• VISIA and VECTRA skincare   
 analysis

• Intralesional injections

• In-depth knowledge of plastic surgery and cosmetic treatments

• Dermablading

• Marketing and social media   
 management

• Customer service

• Experience with multiple EMR   
 systems

**DERMATOLOGY MEDICAL ASSISTANT**

Forefront Dermatology/ 2020-Present **Milwaukee, WI**

* Maintained up-to-date knowledge on dermatology conditions, prevention, and treatment.
* Assisted in pre-diagnostic incisional biopsies.
* Maintained accurate medical records, including past medical history, allergies, medications, and H&P.
* Assisted in surgical excisions of BCC, SCC, melanoma, cysts, and lipomas.
* Performed suture removals, venipuncture, IM, and SQ injections.

**SOCIAL MEDICAL COORDINATOR/MEDICAL ASSISTANT**

Dr. Schwartz Plastic Surgery / 01.2019 – 04.2020 **Westlake Village, CA**

* Promoted providers and new services via various platforms to increase annual revenue by $1 million dollars yearly.
* Developed informed consents and medical history forms pertinent to office and surgical procedures.
* Maintained up-to-date knowledge on a variety of surgical procedures including blepharoplasty, mastopexy, abdominoplasty, BodyTite, etc.
* Set up procedure rooms and assisted provider with procedures appropriately based on scheduled appointment type.
* Assisted provider during laser and dermal filler appointments.
* Responsible for creation of creative content including patient photography, videography, and advertisements.
* Scrubbed into OR to assist and obtain educational content.

**EDUCATION**

**WORK EXPERIENCE**

Ambitious healthcare professional who offers more than ten years of experience in the medical field and three years’ experience in clinical dermatology, aesthetics, and plastic surgery.

(715)-567-0457

ewebster@mtu.edu

Milwaukee, WI

**PROFILE**

**CONTACT**

**SKILLS**

**MASTER OF SCIENCE -NURSING**

Marquette University/ 2019-Aug 2021

**BACHELOR OF SCIENCE -HEALTHCARE ADMINISTRATION**

University of MN / 2016-2019

MSN

ERICA WEBSTER



**AESTHETIC CONSULTANT**

Medsosh / 11.2018 - Current

* Provided marketing tips for aesthetic practices to grow their patient volume.
* Formulated treatment plans for cosmetic procedures.
* Developed SOPs and training manuals for a smoother work-flow.
* Worked on optimizing workflow with various technology solutions.
* Answered average of 40-50 calls, emails and faxes per day, addressing customer inquiries, solving problems and providing new product information.

CLINICAL PHOTOGRAPHY SUPERVISOR  
  /  Dr. Jason Emer Dermatology / 03.2018 - 09.2018 **Beverly Hills, CA**

* Maintained up-to-date knowledge of all procedures including Morpheus8, Renuvion, Erbium, Halo laser, dermal fillers, neurotoxins, and medical-grade skincare lines.
* Captured objective before and after photos using VISIA, VECTRA, and DLSR photography for patient's medical chart and marketing use.
* Filmed and assisted staff in the OR.
* Assisted in the sale and education of services and products offered by the office.
* Managed and executed patient follow-up appointments.

PHARMACY TECHNICIAN  /    /   Hy-Vee / 09.2015 - 01.2018 **Rochester, MN**

PHARMACY TECHNICIAN  /  /   Mayo Clinic / 06.2016 - 04.2017 **Rochester, MN**

INTERNATIONAL PATIENT INTAKE CORRDINATION    
  /  Mayo Clinic /  05.2015 - 06.2016 **Rochester, MN**

* Verified insurance coverage, obtained pre-authorizations, and ensured proper billing of accounts with the use of ICD-10 codes.
* Copied, logged, and scanned supporting documentation.
* Educated patients by explaining preparation instructions for upcoming procedures and tests.
* Resolved issues such as billing or communication problems that could affect care.

CERTIFIED NURSING ASSISTANT    /    
Nursing Homes/Home Health Care  /  01.2011 - 04.2015

* Registered Nurse – NCLEX pending
* CPR Certified – Expires 2022
* Clinical Photography; Canfield Imaging
* Registered Pharmacy Technician; MN Board of Pharmacy
* Certified Nursing Assistant

**CERTIFICATIONS**

MSN

TITLE

ERICA WEBSTER