

# Emily Wooten

Saint Joseph, MO

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Authorized to work in the US for any employer

## Work Experience

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### **Medical Assistant/Patient Service Representative**

Northwest Health Services, Inc. - Saint Joseph, MO

November 2019 to Present

Schedule patients, answer phones, check patients in, room patients, take vitals, draw labs

### **Service Aide**

Living Community of St. Joseph - Saint Joseph, MO

October 2017 to Present

plate food for the residents and provide great service to the residents

### **Cashier**

Kwik Stop

January 2016 to July 2017

### **Cook**

Prime Catering

September 2013 to January 2016

## Education

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### **College certificate in Medical Assisting**

Concorde career college - Kansas City, MO

March 2019 to October 2019

### **High school or equivalent**

Lafayette High School

## Skills

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- Microsoft word (3 years)
- Cashier (2 years)
- Cooking (2 years)
- Medical Scheduling
- Catering
- Medical Records

- Medical Office Experience
- Insurance Verification
- EMR Systems
- Experience Administering Injections
- Patient Care
- Phlebotomy
- Front desk

## Certifications and Licenses

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### **Medical Assistant**