

# Brandy Butler

## **Medical Assistant/Extern**

Saint Joseph, MO 64501

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To obtain a position that allows for the use of my clinical skills to assist in providing exceptional patient care.

Authorized to work in the US for any employer

## Work Experience

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### **Activity Director**

DIVERSICARE - Saint Joseph, MO

February 2021 to Present

- Care plans
- Patient information on admission
- Activities for seniors
- Communicating with families, groups, organizations.
- Residents needs
- Creating outings

### **CNA**

DIVERSICARE - Saint Joseph, MO

February 2020 to Present

### **child care provider L2**

Stewart Family Childcare - Waterloo, IA

January 2016 to Present

- child safety
- meal plans
- daily activities
- field trips

### **Production Worker**

Kerry ingredients - Fredericksburg, IA

August 2019

### **Cashier and Customer Service**

Corner Pantry - Columbia, SC

December 2018 to April 2019

### **Housekeeping/Laundry Attendant**

Hawthorn Suites By Wyndham - Columbia, SC

March 2018 to June 2018

Laundry/housekeeping- accomplishments was seeing new comers become regulars.

### **kitchen/ room attendant**

Best Western plus - Cedar Falls, IA

April 2016 to July 2016

room attendant

lead kitchen

### **on call worker**

st.joseph staffing - Saint Joseph, MO

December 2014 to December 2015

burger king

taco johns

factory work

### **Team Member**

Taco Bell - Lake Murray, SC

June 2013 to December 2014

Cashier for drive thru and front counter

### **Medical Assistant/Extern**

Any Lab Test Now - West Columbia, SC

August 2014 to September 2014

Collected hair and urine specimens for 5-panel and 10-panel drug test

- Administered B-12, fat burner, MIC, and PPD injections
- Labeled specimens for shipment
- Answered phones and directed messages to appropriate parties

### **dietary aid**

Rosewood Estates - Waterloo, IA

2009 to 2010

Waterloo, IA 2009-2010

Dietary Aid

- Prepared food items and assembles food for patient trays
- Served food to resident apartments and the dining room
- Serviced the dish and dining room before and after each meal

## Education

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### **Diploma in Medical Assistant**

Remington College - Columbia, SC

September 2014

## Skills

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- communication

- Microsoft office, Microsoft publisher (4 years)
- Phlebotomy
- Experience Administering Injections
- Laboratory Procedures
- Patient Care
- Meal Preparation
- Laboratory Experience
- EMR Systems
- Medical Office Experience
- Vital Signs

## Awards

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### **perfect attendance**

August 2013

## Certifications and Licenses

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### **Medical Assistant**

November 2016

### **Certified Clinical Medical Assistant (CCMA)**

### **Nationally Registered Certified Medical Assistant (NRCMA)**

### **CPR Certification**

### **First Aid Certification**

### **CNA**

## Additional Information

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### Skills and Abilities:

- Patient Education
- Vital Signs
- Phlebotomy and Injections
- Electronic Health Records
- HIPAA/OSHA Trained
- CPR Certified/First Aid Trained
- Specimen Collection
- Urinalysis

### Key Courses:

Allied Health Essentials, Fundamentals of Medical Assisting, Law and Ethics, Therapeutic Communications, Medical Laboratory Procedures, Specialty Exams, Advance Techniques, Urinalysis and Microbiology