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Ashley Morris

EXPERIENCE

Women's Health Associates of Southern Nevada — *Medical Assistant (OBGYN) and scribe*

July, 2017 - April, 2020

- Prepared patients for examination and treatment by taking patient histories and vital signs
- Triage patient phone calls
- Performed medication administration
- Provided patient education regarding care plans and in advance of office procedures and treatments
- Obtained prior authorization for medications and procedures
- Scribed for multiple providers, whom on average see 35-45 patients per day
- Accurately documented provider-patient encounters into EMR
- Assisted providers with procedures and examinations
- Acted as schedule coordinator for busy office with multiple providers
- Trained new employees to company standards and provider preferences
- Prepared exam and treatment rooms with necessary equipment for patients including sterilization of daily instruments

Rita's Italian Ice and Frozen Custard — *General Manager*

June, 2013 - May, 2017

- Oversaw day to day operations
- Ensured staff followed health and safety regulations
- Prepared team schedules with a focus on operational excellence and cost management without sacrificing guest satisfaction and team morale
- Care and maintenance of machines
- Oversaw recruitment and training of new employees
- Maintained budgets and optimized expenses
- Responsible for cash management and bank deposits

EDUCATION

Arizona College of Nursing — *BSN*

March, 2020 - August, 2022

3.66 GPA

Northwest Career College — *RMA, RPT*

August, 2016 - May, 2017

4.0 GPA

AWARDS

National Technical Honor Society

Dean's list for multiple consecutive semesters

SKILLS

- Obtaining accurate and timely vital signs
- Detailed documentation of patient care
- Proper sterilization technique
- Basic life support certification
- Regularly performed patient education in advance of in-office procedures and treatments
- Electronic health record experience
- Medication administration