

Matty Cox

Redding, CA 96001

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#readytowork

Authorized to work in the US for any employer

Work Experience

Caregiver

NVDS - Redding, CA

October 2020 to Present

I care for elderly with physical and mental disabilities I work 6 days a week and would just like a different job and hopefully a better company with more positive management

Externship Medical Assistant

Psychiatric Care - Redding, CA

March 2020 to May 2020

Externship for institute of technology completed 160 hours and am graduated from the college as well . I also have current CPR certification.

Clerk/Cashier

Goodwill Industries - Redding, CA

October 2018 to March 2020

I have experience working in retail, and customer service. I have worked at:

- McDonald's : Shasta Lake , CA 96019
- Viking skate country , Redding Ca, 96001
- I was working at Goodwill , Redding Ca,96002, but due to the corona virus epidemic i have been laid off

Cashier/Customer Service

Viking Skate Country - Redding, CA

August 2018 to September 2018

Cashier

Cashier/Customer Service

McDonald's - Shasta Lake, CA

June 2017 to August 2017

- Cash handling, drawer balancing
- Keeping lobby clean
- Stocking machines
- Great customer service

Education

College in Medical Assisting

Institute of Technology Inc - Redding, CA

September 2019 to May 2020

Cpr certification/ MA in PMA

Institute of Technology - Redding, CA

July 2019 to May 2020

Diploma in High School

Central Valley High School - Shasta Lake, CA

August 2014 to June 2018

Skills

- Snellen Eye Chart, Medication preparation, Injections, Medication management, 12 lead EKG, Phlebotomy, Glucose and hematocrit testing. (1 year)
- Venipuncture
- Vital Signs
- Laboratory Experience
- Medical Office Experience
- EMR Systems
- Medical Records
- Patient Care
- Insurance Verification
- Anatomy Knowledge
- Computer Skills
- Medical Imaging
- Transcription
- HIPAA
- Clerical Experience
- Medical Scheduling
- Medical Terminology
- Medical Coding
- Quality Assurance
- Office Management
- Laundry
- Physiology Knowledge
- Triage
- Phone Etiquette
- Meal Preparation
- Caregiving

- Medical Billing
- Medication administration (Less than 1 year)
- CPT coding
- ICD-10
- Analysis skills
- Retail sales
- Sales
- Documentation review
- Front desk
- Developmental disabilities experience
- Crisis management
- Special education

Certifications and Licenses

Food Handler

Customer Service Skills assessment - Familiar

September 2018

Indeed Assessments™ evaluation completed with Familiar rating.

View my results:

https://share.indeedassessments.com/share_assignment/qltqvm7bcv1ftdht

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

First Aid Certification

CPR Certification

Assessments

Customer Service Skills — Familiar

September 2018

Measures a candidate's skill in evaluating approaches to customer service & satisfaction.

Full results: [Familiar](#)

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