

# Jalen Poteat

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## Skills Summary

- HIPAA and OSHA trained
- Venipuncture
- Collecting and handling specimens
- ICD-10 and CPT manual and electronic coding
- Instrument sterilization
- CLIA-waved testing
- Electronic health records (SIM charts)
- Administering injections
- Triaging and vital signs
- Suture removal
- EKG placement and monitoring
- Dispensing and administering medication
- Taking and documenting medical histories
- Medical terminology

## Education

**Prospect College** | January 2019

*Medical Assistant Program*

- Coursework in Triage & Medication, Medical Office Procedures, Medical Emergencies & Specialties, Anatomy & Medical Terminology, Laboratory Procedures, Electronic Health Records, Medical Billing & Insurance

**Suitland High School** | June 2015

*High School Diploma*

- Participated in a Child Development Certification program, completed 90hrs at college level

## Experience

**U. S . House of Representatives** | *Staff*

September 2021- February 2022

- COVID Testing Specialist

**Loving Care Pediatrics** | *Pediatric Assistant*

June 2019 - November 2020

- Scheduling follow-up appointments
- Recording patients vitals
- Administering vaccines
- Stocking and sterilizing examination rooms between patients

• **Del Frisco's Grille** | *Host*

March 2019 – October 2019

- Developed relationships with customers to ensure a quality experience
- Took orders and relayed them to proper areas for processing
- Cleaned and maintained sanitation requirements for workspace

**NFC Company** | *Concierge*

August 2019 – December 2019

- Greeted guests and acted as first point of contact
- Maintained organizational system and logged new packages
- Kept safety and security protocols for the building at all times

**Ulta Beauty** | *Beauty Advisor*

May 2018- October 2018

- Handled customer inquiries and transactions
- Created appealing and stocked displays to increase sales
- Consulted with clients and designed a styled look personalized to each request