

**Tara Wesson**  
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**CAREER FOCUS:**

I am a motivated, outgoing person. I am very reliable, hardworking and also responsible. I am looking for a position where I can challenge myself every day. I have perfect attendance and I would say rarely ever do I take a day off.

**SUMMARY OF QUALIFICATIONS:**

- |                                |                                                |                                   |
|--------------------------------|------------------------------------------------|-----------------------------------|
| • X-rays                       | • Pediatric Care                               | • Managing Multiple Phone Lines   |
| • Vital Signs / Visual Acuity  | • Strep Tests                                  | • Internet Based Programs         |
| • Injections                   | • Experience                                   | • Attention to detail             |
| • Blood Draws                  | • BLS/CPR Certified                            | • Management of up to 15 people   |
| • ICD-9 & CPT coding           | • Bandaging and Splinting                      | • All office equipment experience |
| • E.K.G.                       | • Microsoft Office Programs                    | • Scheduling                      |
| • Ear & Eye Irrigation         | • 4+ years experience administrative assistant | • Training of new employees       |
| • Wound care                   | • QuickBooks                                   | • Type 45 WPM                     |
| • Urinalysis Testing           | • Conflict resolution                          | • Strong communication skills     |
| • Spirometry/peak flow testing | • Referrals                                    |                                   |

**EDUCATION:**

Central California School of Continuing Education – XT License – May 2015

Perfect Attendance

Honor Roll

UEI College – Medical Assisting Diploma – June 2012

Perfect Attendance

Honor Roll

Mentorship

Clovis East High School – Diploma – 2007

**PROFESSIONAL EXPERIENCE:**

**XT (limited tech)** – Clovis Urgent Care Medical Center, Clovis, May 2015 – December 2017

**XT (extern)** – Clovis Urgent Care Medical Center, Clovis, CA August 2013 – May 2015

As an employee at CUCMC, I have the advantage of being at my extern sight full time plus overtime. I have completed over 400 radiologic exams. I have had experience in a variety of age ranges and patient body type. I like to teach, but I also like to learn different techniques to improve my own techniques. I give patient education and also practice shielding techniques. I am careful and considerate of patient needs.

**Medical Assistant** – Clovis Urgent Care Medical Center, Clovis, CA August 2012 – CURRENT

I assisted the doctor with suture procedures and I&Ds. I give many injections including adults and patients. I handle payments and handle billing and insurance issues and questions. I deal with stressful situations and on many occasions was thanked for my great customer service. I am in charge of referrals for workman's comp and for regular insurances. I also managed 6 different phones lines. I do blood draws and also set up breathing treatments. I have applied splints and also dress wounds; also, I perform EKGs and Strep Tests. I answer questions asked by fellow co-workers as well as any questions patients have. I have experienced handling conflict resolution situations between patients and the Urgent Care. I train all new employees and provide simple computer support as needed.

**Medical Assistant (extern)** – 24/7 Urgent Care, Clovis, CA Jun 2010 – Jan 2011

I assisted the doctor with suture procedures and I&Ds. I was allowed to do wound care and also had over 30+ injections in less than three weeks. I would deal with angry patients and would also handle payments. I would ask for payments in full and would set up payment plans for patients. I would handle stressful situations and on many occasions was thanked for my great customer service. I would complete ear lavages and also EKGs.