

# Quanisha Gindraw

Philadelphia, PA

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2673236056

Authorized to work in the US for any employer

## Work Experience

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### **Champion**

Kindred Hearts - Philadelphia, PA

December 2017 to Present

Care and explore the community with elders with disabilities

### **Medical Assistant**

Berger & Benjamin - Philadelphia, PA

January 2017 to February 2018

Work with patients, set up appointments, give injections, clean exam rooms, assist doctor with exams, & paperwork

### **Team Member/Cashier**

Chick-fil-A

June 2016 to November 2016

I worked on the cash registers, drive thru windows, bagger, & dining room staff

### **Package Handler**

UPS

February 2015 to November 2015

Sort packages

### **Team Member**

McDonald's

December 2014 to July 2015

### **Cashier**

EZ Bargain

January 2012 to March 2014

Operate register, slight security job, clean bathrooms, inventory and stock

## Education

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### **Certificate in Medical Assistant**

Lincoln Technical Institute-Center City Philadelphia - Philadelphia, PA

February 2016 to October 2016

## Additional Information

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### Administrative Skills

Schedule and confirm appointments.

Concept of Medical Database Medisoft- Medical Records Data Entry

Knowledge of PC Application Microsoft Word/Excel

CMS-1500 Forms and ICD/CPT coding

### Clinical Skills

Preparation of treatment and examination rooms

Utilize laboratory techniques to perform routine tests including:

- Perform Venipuncture and injections
- Hematocrit test, urinalysis, Blood Glucose test, Hemocult test, and Urine test
- Conduct Vital Signs, Height and Weight
- EKG, Autoclaving, PPE and Wound Care

### Certificates

CPR Certified

Certificates for Health Insurance Portability and Accountability Act (HIPAA)

Certificate for Occupational Safety and Health Administration (OSHA)