

**Gia Cirineo**  
**Philadelphia, PA**  
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**Objective:**

To obtain a position that will utilize my skills, education and experience.

**Education:**

February 2009  
To October 2009

Delaware Valley Academy of Medical & Dental Assistants  
3330 Grant Avenue, Philadelphia, PA 19114 (215) 676-1200

**Skills:**

Venipuncture and capillary sticks  
OSHA precautions and sterility  
Medical Terminology  
Anatomy & Physiology  
Instruments & Tray set-ups  
Vital signs (TPR and BP)  
Pharmacology & Prescriptions  
Keyboarding & Computers

EKG  
Injections  
Urinalysis  
Physical Therapy  
Third party billing  
First Aid & CPR  
Front Office

September 1999  
To June 2003

The High school for Creative and Performing Arts  
Drama Major

**Special Skills:**

Certified CPR Healthcare

## **Employment:**

June 2015  
To Present

Independent Contractor with Infinity Publishing, INC.

### **Skills:**

Main job title is Project Manager. I work with Authors to ensure their publishing process moves smoothly. With this I import and format the interior of their books using either the online FastPencil tool or Microsoft Word version 14.7.7. I work with Photoshop version 19.1.1 to make cover design and/or fix jpg or png files. I work with InDesign version 13.0.1 for interior work and cover design. I work with Adobe Acrobat Pro DC for interior work. I work daily in Hubspot, Google and Zendesk for customer support.

November 2011  
To June 2015

Foxchase Cancer Center  
Philadelphia, Pa  
Medical Assistant

### **Skills:**

Worked with various outpatient specialties, mainly Sarcoma and Dermatology  
Vital Signs  
Assisted with Outpatient Dermatology Procedures including:  
Biopsies  
MOHS  
And many other duties

September 2011  
To November 2011

Einstein Pediatrics: Dr. Kovats, Dr. Sterner  
Jenkintown, PA  
Medical Assistant

### **Skills:**

Vitals Signs                      Front Office  
Phones                              Referrals  
Injections  
Worked at various locations

October 2009  
To September 201

Founder's Medical: Dr. Wenocur, Dr. Yeoman, Dr. Cole  
Philadelphia, PA  
Medical Assistant

**Skills:**

Venipuncture and capillary sticks  
EKG  
Injections  
Phones  
Referrals  
Pre-Certifications

Urinalysis  
Vital signs  
Front Office  
Working with Pocket Scripts  
Preparing Home Visits  
and many other duties

June 2008  
To February 2009

Harry J. Lawall & Son, INC.  
Medical Prosthetics  
Philadelphia, PA  
Medical Biller

**Skills:**

Insurance Billing

August 2006  
To January 2007

Caregiver to sick relative  
Philadelphia, PA

**Skills:**

Patient personal care  
Administered Medications  
Injected Insulin  
Daily Capillary sticks for Glucometer  
Nutrition Planning  
Set up Cpap unit

December 2003  
To August 2006

Greater Northeast Family Medical  
Philadelphia, PA  
Secretary, Legal Service Representative

**Skills:**

Dealt with Auto and Medical insurance companies  
Billing & Data entry  
Navinet & paper referrals  
Prepared Medical records for filing  
Streamlined office medical record filing system  
Prepared Medical records for insurance companies

**References:**

Available upon request