

Kevin Payne

9878 Admiral Drive

Stockton, CA 95209

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ANNOUNCEMENT NO:

JOB TITLE: Medical Support Assistant, GS-0679

SSN: xxx-xx-xxxx
U.S. Citizen: Yes
Veteran's Preference: 10 Points
Federal Employee: No

PROFESSIONAL SUMMARY

Experience: Organized and responsible **Medical Assistant** with experience and training as Medical Assistant. Enthusiastic in all areas of work. Ability to perform receptionist duties as well as instruct patients about treatments, medications and standard procedures prior to arrival. Assist physicians in daily rounds, performing such tasks as: urinalysis, glucose testing, injections, venipuncture, checking vital signs and patient relations. Accountable handling and managing money with ability to develop spreadsheets utilizing Excel. Strong computer skills.

Medical Administration: Maintain and assemble patient medical records and charts. Knowledgeable of medical terminology and medications in order to assist physicians and help instruct patients. Completed course work in billing codes including CPT/ICD-9 Coding, Advanced Administrative Office Procedures and Advanced Clinical Office Procedures. Efficient in designing and developing spreadsheets using Excel. Competent using MS Word and other programs used for medical data entry.

Scheduling, Planning and Organization: Strong organizational skills; competently managing phones, scheduling appointments, keeping medical records, greeting patients, performing data entry, filing patient charts and assisting doctors. Successful in organizing accounting data that improves productivity. Utilize good decision making skills in order to prioritize multiple tasks regarding patient concerns and physician assistance.

Patient Services: Show sensitivity and compassion for patients with the awareness and ability to communicate to others in difficult situations. Understand that patient services are essential in achieving the proper company vision. Maintain patient confidentiality in compliance with all pertinent regulations. Respond with tact and diplomacy to telephone inquiries and visitors.

Guidance and Leadership: Demonstrate strong leadership, interpersonal and communication skills honed after 4 years of military training and service. Conducted meetings for a group of 47 - 140 participants. Scheduled job assignments for 45 plus staff members. Coached, instructed and counseled staff. Taught patients to administer medications per doctor's instructions.

Personal Attributes: Excellent communication skills, demonstrating charisma, empathy and compassion with patients as well as co-workers. Detail oriented and very well organized. Reliable, finishing projects on time, and accountable, demonstrating strong work ethic.

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EDUCATION

Medical Assistant Course, Certificate, Heald College, Stockton, CA Sept. 2005 3.85 GPA

Williams High School, Mobile, AL 1982

WORK EXPERIENCE

Medical Assistant

St. Joseph's

Address, Stockton, CA 98988

Supervisor: Daniel Orozco, (209) 980-8099

Support 14 Physicians in busy medical clinic serving a variety of patients including veterans and the homeless.

July 2005 – Present

300 Hours Internship

Salary: Non- paid

Permission to Contact

- Efficiently coordinate appointments, perform data entry, and schedule appointments.
- Conduct vitals, EKGs, glucose testing, injections, and urinalysis, and administer medications.
- Manage room dressings and conduct visual testing.
- Prepare and assemble new patient records, including graphing and charting.
- Determine eligibility for healthcare benefits.
- Gather accurate and current demographic information on each patient for care.
- Handle multiple tasks effectively.
- Demonstrate good decision-making skills in prioritizing multiple tasks and determining appropriate medical care and referrals.
- Commended for taking initiative and demonstrating excellent leadership skills.
- Understand patient needs and concerns, showing compassion and handling difficult situations.

Scale House/Receiving Area

Diamond Foods, Inc.

Address, Stockton, CA 98988

Supervisor: Steve Gerato, (209) 466-4851

Performed full range of administrative and dispatcher tasks to ensure smooth operations of over 200 trucks delivering merchandise nationwide.

Performed accurate data entry, inventory control, and processed bills of lading.

- Demonstrated excellent communication skills by providing specific instructions and directions.
- Resolved unexpected situations, demonstrated effective problem solving skills and successfully resolved difficult situations.

September 2005 – November 2005

50+ Hours (Seasonal)

Salary: \$10 per hour

Permission to contact

Warehouseman

Motor Company

Address, Manteca, CA 98987

Supervisor: Not Available, Phone: Not Available

Performed warehousing tasks ensured projects were completed in a timely manner.

- Demonstrated strength in coordinating assignments, time management, teamwork, completing projects ahead of time, and initiative in helping other co-workers complete projects.

April 2002 – July 2002

40+ Hours per week

Salary: \$22.50 per hour

May not contact

**ANNOUNCEMENT NO:
JOB TITLE:**

Custodian February 1998 – August 2001
Stockton Unified School District 40 Hours per week
Address, Stockton, CA 98987 Salary: \$14.37
Supervisor: Carol Scheuder (209) 830-9800 Permission to contact
Performed full range of maintenance functions, including cleaning and grounds maintenance and repairs.

- Demonstrated strong ability to multi-task, taking on more responsibilities than given for the designated position.
- Provided Heimlich maneuver on a choking student leading to a Commendation for Life Saving of a Student.
- Nominated as “Employee of the Month” after assisting a student who had fallen and broken arm- using Search and Rescue Military background.

Security Officer September 1996 – February 1998
Mobile Convention Center 40+ Hours per week
Address, Mobile, AL 65653 Salary: \$9 per hour
Supervisor: Daniel Logan, (303) 890-8989 Permission to contact
Performed security patrols including standing guard shack duty, patrolling grounds, using and maintaining alarm systems, and verifying and documenting visitors to gated community.

- Prepared and maintained accounting records, used computer skills to enter data, and coordinated staff members for efficient stocking of materials and equipment.
- Reduced lost inventory by aggressive oversight and accurate inventory management.

MILITARY EXPERIENCE

U.S. Navy December 12, 1982 – December 12, 1986
Honorable Discharge 1986

U.S. Navy 1987 – 1991
E-5 Boatswain Mate 2nd Class, Firefighting, Aviation
Job positions included: Scheduling Coordinator, Workcenter Supervisor, Maintenance Coordinator, Training Coordinator, Education Assistant Officer, Landing Signalmen. Demonstrated strong leadership skills collaboration and teamwork.

AWARDS

Sea Service Ribbons (2), Navy Expedition Medal, Navy Good Conduct Medal

PROFESSIONAL TRAINING

Forklift Operations, 40 Hours, 2001; Preventative Maintenance, 80 Hours, 1988; Supply Administration, 2 Months, 1987; Aviation Firefighting, 80 Hours, Annually 1987 through 1991