

# ANGELINA HOVEY

Medical Assistant

## CONTACT

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1851 Morris St. Ne Alb. NM 87112

## EDUCATION

### EDUCATIONAL QUALIFICATION

CNM Montoya Campus

**2017-2018**

**2021-2022 -**

Nail tech.

certificate

PIMA MEDICAL INSTITUTE

**2019-2020**

Eldorado High School Diploma

**2014-2017**

## SKILLS

Dependable

customer service / patient care

Excel / Microsoft office

conflict resolution

leadership

## REFERENCES

Ronald Kubica MD: at New Mexico

Cancer Center- phone:(802)274-

6234

Annette Fontaine MD -phone:

(505)264-3912

Manager at Smiths : Thomas Key

phone : 505-315-7616

## SUMMARY

I am a dedicated employee with 5 years customer service experience and 2 years of patient care experience in a high functioning Oncology center. Working at the New Mexico Cancer Center gave me the tools to be a successful medical assistant and build teamwork, productivity and excellent communication skills. During my time at New Mexico Cancer Center I was promoted to lead medical assistant which gave me the opportunity to learn more administrative skills and expand my knowledge.

## WORK EXPERIENCE

### NEW MEXICO CANCER CENTER

Medical assistant

**1/13/2020-11/18/2022**

- Obtain vital signs.
- Prepare patients for provider examinations.
- Collect and update patient medical history.
- Obtain blood specimens.
- Stock and sterilize exam rooms.
- Worked in radiology department.

Lead Medical assistant 2020 (6 months)

- Obtain quality control.
- Maintain inventory and rotation supplies.
- Time management for employees.
- Manage monthly employee schedules.

### SMITHS FOOD AND DRUG

E-comer

**Nov. 25,2016-2020**

- Meet customer's expectations in freshness and cleanliness.
- Read and follow instructions when picking customer's groceries.
- Scan, bag in a timely matter.
- Provide substitutions of an out-of stock item.
- Receive and place orders in correct storage.
- Deliver groceries to customer vehicles.