

# Amy Canoves

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## Profile

A personable, highly competent medical assistant graduate with a strong desire to begin a career in the healthcare field. Recognized for displaying a high level of care and compassion during clinical practicum and for ability to carry out duties responsibly and accurately. Possess solid analytical thinking and problem-solving skills with excellent attention to detail. Work well under pressure and interact in a friendly, professional manner with patients, co-workers and supervisors.

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## Education & Certifications

MID-STATE TECHNICAL COLLEGE, Wisconsin Rapids, WI Expected Graduation: May 2015

### Technical Diploma, Medical Assistant Program

Selected courses: Medical Terminology, Pharmacology for Allied Health, Human Body in Health and Disease, Medical Assistant Laboratory Procedures, Medical Assistant Administrative Procedures, Medical Assistant Clinical Procedures, Medical Office Insurance and Finance.

**Certifications:** Medical Assistant, First Aid, Cardiopulmonary Resuscitation.

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## Clinical Practicum

CENTRAL CLINIC, Merrill, WI ..... January–March 2015

Performed a wide range of tasks that included scheduling appointments, administering injections, informing patients of their test results, and maintaining medical records.

- Met with patients and obtained vitals including blood pressure and pulse.
  - Prepared and cleaned exam rooms in following sterilization standards.
  - Performed EKGs and various lab procedures.
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## Work Experience

MERRILL MOTORS, Merrill, WI ..... July 2012–August 2014

### Office Assistant

Performed secretarial, receptionist, cashiering and general office duties.

- Processed payroll, health and dental insurance forms, and various personnel documents.
- Reconciled multiple accounts and processed monthly statements for customer billing.
- Coded and keyed accounts payable and receivable.

MERRILL FUEL & FOOD, Merrill, WI ..... April 2010–July 2012

### Cashier

Assisted customers with purchases and performed related duties at this convenience store.

- Provided friendly customer service.
  - Consistently reconciled cash drawer; entrusted with making bank deposits.
  - Performed inventory management tasks that supported company goals of faster turnover ratios and reduced waste.
  - Maintained a clean and inviting store environment.
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## Volunteer Experience

Volunteer, Lincoln County Blood Drive  
Volunteer Coordinator and Driver, Meals on Wheels