

Latisa Gayles

Park Forest, IL 60466

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Well-rounded and compassionate Medical Assistant seeking a position in a medical office or clinic setting where I can provide quality support for the doctor and his/her medical patients.

Qualifications/Training/Certifications

- Excellent people skills and thrives on helping to solve problems
- Great communication skills: verbal and written
- Efficient filing, charting, documenting and organizational skills, along with other office requirements
- CPR and First Aid certified, HIPAA and OSHA trained
- Experienced in blood drawing, taking vitals, and giving injections
- Excellent computer skills: MS Office proficient
- Billing and coding via the computer's internet
- Fast learner

WORK EXPERIENCE

Cashier/Customer Service

Meijer - Flossmoor, IL - October 2016 to Present

Greet and assist customers in warm, welcoming and professional manner, check out customers at registers, assist customers at self checkout registers and assist customers with their needs at customer service desk. Currently training in supervisor role.

Retail Associate

Ross Dress for Less - November 2016 to February 2017

Calculating daily receipts from multiple store purchases to be deposited

- Unload and process new merchandise to be purchased by consumers
- Cashier/Markdown
- Fitting Room

Bus Aide/CWA

Chicago Public Schools - September 1999 to March 2015

- Ride the school bus with special needs children to and from school
- Assist children on and off school bus
- Assisting with putting on and taking off seatbelts
- Assisting with walkers
- Strapping down wheelchairs
- Monitoring children to and from lunchroom
- Monitoring children to preps when necessary

- Feeding or assisting children who needed help eating
- Changing diapers or assisting those who used the toilet
- Deliver children to their designated areas in school
- Assisting teacher in classroom with every day teaching

- Providing students with the best possible care and assistance

Medical Assistant Extern

Dr. Roy - Chicago, IL - June 2013 to August 2013

200 hrs)

- Phlebotomy
- Vitals
- Front desk and administrative work
- Charting
- Call in prescriptions

- Scheduling appointments
- Patient referrals
- High patient volume (30 -35 a day)
- Developed great patient relationships

Assistant Manager

Allen's Best Bar - April 1989 to May 2001

- Open and close restaurant
- Manage as many as 5 to 7 employees at time
- Prepare to open
- Take orders
- Prepare food
- Order and put away stock
- Ring out orders
- Count down register upon closing
- Deposit money into account

EDUCATION

Diploma in Medical

Everest College - Melrose Park, IL
August 2013 to September 2013