**TOM AUFLICK** ([tom@tracassoc.com](mailto:tom@tracassoc.com); 206-574-0863)

Medical Office Assistant/HUC/Medical Assistant

**SKILLS AND QUALIFICATIONS**

* Scheduler
* Trained/Oriented
* Medical Terminology
* Customer service
* Organize/Prioritize
* Multi -line phones
* Communication-skills
* Hard-Worker
* Preparation for Exams
* Vitals -signs
* Team Player
* Flexible
* Multi-tasking
* Self motivated
* Quick Learner
* Computer: MS Word, Excel, Explorer

**WORK EXPERIENCE**

*Nutrition Assistant,* Seattle Public Schools, Seattle, WA 11/08- 11/2010

* Assisted in the preparation of meals and served meals according to size proportions guidelines
* Ordered and stocked items, labeled and rotated items sanitized utensils.

*Scheduler/Assistant*, Rose Mary's Caring Heart, 9/06- 5/09

* Scheduled Classes for CPR., First Aid and AED & HIV/Aids
* Ordered stocked supplies and packed equipment

*Care Giver/C.N.A,* Chesterfield Health Services, 9/07 -11/08 & 9/05-3/06

* Provided activities of daily livings
* Prepared specialized diets
* Medication reminders
* Monitored and documented patient care
* Took vitals
* Helped with mobility devices

*Cashier*, Cards Gifts and ECT, 11/04- 03/06

* Processed sales assist customer in making card & selections.
* Ordered and stocked supplies
* Created personalized gift baskets

*Respite Care Provider,*

State of Washington Department of Developmental Disabilities 01/99 - 01/2004

* Provided child care for mentally and physically challenged children
* Helped with activities of daily living, hygiene, eating, bathing.

*Medical Assistant/Receptionist*, Group Health Cooperative 9/91-2/98

* Took vitals, set up for office exams, ordered labs, test results, charting and X-rays
* Sent email referrals for specialty appointments
* Answered multi-line phones and scheduled for various clinics.
* Checked patients in and out, registered and checked insurance
* Coding of treatment record forms.

**EDUCATION**

***Medical Assistant***, Seattle Vocational Institute

***C.N.A***., SENI - School

***C.N.A Restorative Care***

***Healthcare Office Assistant Renton***, Vocational Institute