

JENNIFER ALLOWAY

1300 East 36th Street, Erie PA 16504 | blackbutterfly7844@gmail.com | (814) 602-2401

OBJECTIVES

Seeking to work as Medical Assistant in a clinic to apply my sound Front Office experience, including Insurance Verification, scheduling, and patient relations experience

EDUCATION

Great Lakes Institute of Technology

09-27-2006 – 11-27-2007 - Medical Assistant/Medical Office Assistant Certification

Erie County Vo-Tech

09-27-1997 – 06-27-1998 - Medical Assistant/Medical Office Assistant Certification

EXPERIENCE

The Center for Breast Health-Dr. Duchini |Erie PA

Medical Assistant 12-2015 – 06-2017

Responsible for rooming patients, taking vitals, answering phones, scheduling, assisting with procedures

Presque Isle Women's Health | Erie PA

Office Assistant/Medical Assistant 02-2012 – 05-2015

Responsible for answering phones, scheduling, checking patients in/out, ordering mammograms , rooming patients., assisting with procedures, sterilization

Bayside OBGYN | Erie PA

Office Assistant 06-2007 – 02-2012

Responsible for answering phones, scheduling patients, checking patients in/out, collecting co-pays, prepping patient charts for the next day's schedule, filing

Country Fair | Erie, PA

Shift Manager 10-1997 – 06-2007

Responsible for ordering stock, inventory, cashiering, customer service, shift paperwork, food prep

SKILLS

- Customer Service, Data Entry, Filing, Medical Assisting, Sterilization, Scheduling, Vitals, Rooming Patients

References

- Kathleen Freeman CRNP-Retired
814-490-0053
- Cheryl Bigler, PCA HIM
814-881-9990
- Mary Crisone, Self-employed
814-440-7775
- Amy Main, Former Co-worker
814-323-5991