

# Marilyn Castro

## **Registered Medical Assistant**

Allentown, PA 18102

[mcgoals5@gmail.com](mailto:mcgoals5@gmail.com)

+1 484 987 0211

Competent in taking vital signs and rooming patients, Chart prepping and ordering X-rays, lab work. Answer calls operate the print machine, fax, labels, removal of sutures, and removal of cast or application of a cast. Phlebotomy, CPR, EKG. Experienced warehouse clerk/GMP. Experienced working with families and passionate about helping others. Organized, personable, action-oriented with a strong ability to communicate efficiently.

Willing to relocate to: Newark, NJ - Philadelphia, PA - Virginia Beach, VA

Authorized to work in the US for any employer

## Work Experience

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### **UBER Driver**

Uber Partner Drivers - Lehigh Valley, PA

January 2020 to May 2020

Lehigh Valley, PA

### **Machine Operator GMP Technician**

Orasure Technologies - Bethlehem, PA

July 2019 to December 2019

- Conducted cycle counts in a weekly basis with the rest of the team when scheduled. Operating machinery, making sure production orders are met, responsible for BPR paper work.
- Moved inventory into appropriate bin locations to maximize space usage with the team for better.
- Able to perform all duties of the warehouse (Pack/Stowe/Receive) trained as a manufacturing tech and trained on all GMP's (Good Manufacturing Practices).
- Trained on operating Manufacturing Equipment, Cnc operator, and handling BPR's documentation. (Batch Production Records) A batch or Lot. Also did some of the Quality inspection and did Integrity test, Attributes, web scans, operated machinery.

### **Inspection Technician**

Adecco - Allentown, PA

October 2016 to February 2017

### **Warehouse Clerk, Stowing, packing, QA, QC,**

Integrity Staffing Services - Breinigsville, PA

June 2016 to October 2016

Pick, pack, scan Items, label Products, Stowe Items,

### **Warehouse Clerk/Manufacturing Tech**

Manufacturing Tech - Vernon Hills, IL

May 2008 to September 2010

- Maintain a proper appearance of the entire warehouse by keeping the warehouse clean and safe.
- Conducted cycle counts in a weekly basis with the rest of the team when scheduled. Operating machinery, making sure production orders are met, responsible for BPR paper work.
- Moved inventory into appropriate bin locations to maximize space usage with the team for better.
- Able to perform all duties of the warehouse (Pick/ Pack/Stowe/Receive) trained as a manufacturing tech and trained on all GMP's (Good Manufacturing Practices).
- Trained on operating Manufacturing Equipment, and handling BPR's documentation. (Batch Production Records) A batch or Lot. Also did some of the Quality inspection and did Integrity test, Attributes, webscans, operated machinery.

### **Switch Board Operator**

Pennsylvania School of Business - Allentown, PA

April 2006 to May 2008

- \* Communication systems in telephone, switch board, intercom, two-way radio or public address, transferring and taking messages via email or mail and phone calls
- \* Arranges conference calls
- \* Directed interested students to admissions representative with the intention of enrollment to the school.
- \* Communicated with outside agencies, customers or the public regarding questions about the school program

## Education

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### **Bachelor's degree in Science in Registered Nursing**

Northampton Community College - Bethlehem, PA

August 2019 to Present

### **Diploma in Medical Assistant**

Lincoln Technical institute Allentown - Allentown, PA

March 2017 to April 2018

### **Associate's degree**

## Skills

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- Driving
- Laboratory Experience
- CGMP
- Manufacturing
- Quality Assurance
- Assembly Experience
- Cashier
- Cleaning Experience
- Computer Skills
- Vital Signs Experience

- Quality Control
- Quality Inspection
- QA/QC
- Packaging
- Spanish
- Microbiology
- 5S
- Aseptic Technique
- GLP
- EMR Systems
- Phlebotomy
- Anatomy Knowledge
- Experience Administering Injections
- Venipuncture
- Patient Care
- Triage
- Medical Records
- Medical Terminology
- Microsoft Word
- ICD-10
- Insurance Verification
- ISO 9001
- Medical Billing
- Supervising Experience
- Computer literacy
- Load & unload
- Customer service
- Medical office experience
- Leadership
- Quality Systems
- Warehouse experience
- English
- Microsoft Excel
- Mechanical knowledge
- Time management
- Data entry
- Courier
- Documentation review
- Guest services
- Hotel experience

- Word processing
- Assembly
- Windows
- Bilingual
- CNC
- Healthcare (2 years)
- Customer service (2 years)
- Cleaning (3 years)
- Janitor (2 years)
- Typing (5 years)
- Computer skills (10+ years)
- Filing

## Certifications and Licenses

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### **AMT Certied Member**

May 2018 to June 2020

In good standing with American Medical Technologist

### **Certified Medical Assistant**

### **BLS Certification**

### **CPR Certification**

## Additional Information

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### AWARDS & ACTIVITIES

Deans List of Scholars (spring 2020)

Member of the National Society Leadership Success (NSLS) 2020-Present