

Onorina Abwe  
Medical Assistant

### Contact

1227 Minette Pl  
Clarkston, GA, 30021  
478-722-4675  
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### Education

Elizabeth Andrews High  
School  
Georgia Piedmont Technical  
College

Diploma: Medical Assistant  
GPA of 3.581

National Technical Honor  
Society (certificate)

Honor society (certificate)

### Key Skills

Marketing  
communication  
problem-solving  
Patient services  
Medical and clinical services

### Summary

Committed and patient care focused medical assistant. Comfortable and capable when completing paperwork and forms, using attention to detail to confirm accuracy. Strong communication skills to provide information and treatment plans to patients, ensuring they understand and are well equipped for further treatment. Exceptional clinical and administrative skills to provide high-quality care and contributions within a healthcare team.

### Experience

*May 2021-august 2021*

#### HomeGoods

- Managed customer orders by tracking processing and delivery to ensure timely and efficient order management.
- Prepared and down-stocked goods by assessing inventory needs, pricing items according to the department standers as needed.

*May 2022—August 2022*

#### Customer Service Representative • Part Authority Norcross, Georgia

- Track produce delivery and processing time.
- Managed customers' orders
- Processed customers' order packs to specific requirements.
- Price produced as required by department.
- Monitor customer traffic to articulate needs.
- Prepared inventory and down-stocking goods.

- Received payments for merchandise.
- Ensure safety of employees and sanitation of workstations

### Additional Experiences

- 250 hours of medical assistant externship at Emory healthcare

### Technical skills/training

(Radiation Safety and  
Positioning)

BLS-CPR Certified

Bloodborne Pathogens.

P.A.C.E

(Madeline university)

Advanced Medical and

Imaging Consultants Certified

Microsoft Office

Specialist

*(Word, Excel, PowerPoint,*

*Access, outlook, Teams)*

Electronic Medical Records

- Help patients by providing information, assistance and directions, promoting a welcoming and patient oriented environment.
- Maintain medical supplies inventory and perform preventive maintenance to keep medical equipment working.
- Verify patient information by interviewing patients, recording medical history, and confirming purpose of visit.
- Prepare patients for examination by performing preliminary physical tests: taking blood pressure. weight, and temperature; and reporting patient history summary
- Saves doctors' time by helping with office procedures.
- Secures patient information and keeps patient confidence by completing and safeguarding medical records; completing diagnostic coding and procedure coding; and keeping patient information confidential.
- Proficient in medical terminology, clinical procedures, and medical administration
- Skilled in performing patient care tasks such as taking vital signs, collecting patient histories, and preparing patients for exams.

Bilingual

English and Swahili

- Knowledgeable in medical software and electronic medical records
- Ability to work in a fast-paced environment and prioritize tasks effectively.
- Compassionate and dedicated to supplying high-quality patient care.