

Cherie Sullivan

OBJECTIVE:

To obtain a Medical Assistant position in a team environment that encourages patient advocacy to provide the best healthcare possible.

QUALIFICATIONS:

- Venipuncture
- Healthcare provider CPR
- Knowledge of HIPAA, CLIA, OSHA Regulations
- Urinalysis
- Telephone communications
- ICD 9 and CPT coding
- Injections
- Electrocardiography
- CMA (AAMA) certified
- Limited Radiology license
- Hematology Procedures/INR/HgbA1c
- Blood Chemistries
- Pharmacology
- Respiratory Testing
- Patient Education
- Sterile techniques/autoclaving
- Vitals
- Medical Terminology

PROFESSIONAL ORGANIZATIONS:

Member of American Association of Medical Assistants)
Member of American Society of Radiologic Technologists

EDUCATION:

Des Moines Area Community College, Ankeny, Iowa

Medical Assistant Diploma obtained August 2015

EMPLOYMENT:

Mercy Johnston Clinic, Johnston, IA Certified Medical Assistant September 2015- present

Job Duties: Room patients, obtain reason for their visit, take their vitals, prepare them for visit with physician, assist in the lab as necessary, call patients with lab results, order prescription refills, screen calls for physician and interact with customers via the telephone as well as in the office.

Nationwide Insurance, Des Moines, IA Insurance Underwriter August 2001-April 2013

Job Duties: Performed quality risk analysis on both new and renewal business focusing on profit and growth. Conducted ongoing reviews of agency territory to improve agency loss ratio, profitability and growth while continuing to build positive relationships with our agency partners.

VOLUNTEER EXPERIENCE:

Taylor House Hospice, 2012-2013

Food Bank of Iowa, 2011

Hope Ministries, 2011

United Way, 2005

Meals from the Heartland, 2009-2011

REFERENCES:

Deborah Odgaard, CMA (AAMA), BS
Medical Assistant Program Chair
Des Moines Area Community College
2006 S. Ankeny Blvd, Building 24
Ankeny, IA 50023

Stacey Schroder, CMA (AAMA), BS
Medical Assistant Instructor
Des Moines Area Community College
2006 S. Ankeny Blvd, Building 24
Ankeny, IA 50023

Certificate of Completion

This Certification of Completion is awarded to

Cherie Sullivan

In recognition of the successful completion of

**Train the Trainer: Mandatory Reporter Training
for Dependent Adult Abuse**

on March 16, 2017

Nichole Bright
Nichole Bright, Training Specialist

