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| **Lindsie R. Grace**11 Joseph St, Dorchester, MA   (727) 334-9174   gracelindsie@gmail.com**DEMONSTRATED SUCCESS**Eager to partake in any activity to further my knowledge and self-worthAdaptable to change for any work environmentVery courteous and respectful with customers and co-workersAccepts additional projects with enthusiasm and willing to take responsibility for my work**EDUCATION**Alaska Career College, Anchorage, AK             Medical Assistant Specialist   06/2014**Externship**144 hours of hands-on experience 06/2014**Core Clinical and Administrative Competencies**-Phlebotomy -Injections & immunizations -Charting -Medical Receptionist -Medical Records -Business Math -Office Procedures -Professional communication & Appearance -Capillary punctures -Point of care testing -Electronic medical records -Vital signs -Autoclaving -HIPAA Certification-Microsoft Word -Medical Law and Ethics -Billing & filing medical office duties**PROFESSIONAL EXPERIENCE**-Valvoline, Brookline, MA Assistant Manager 09/2022 – CurrentMaintaining the service center by keeping it clean, organized, and regular maintenance checkCoaching/Training to the company’s standardsQuality customer service and teamwork in a fast pace work environmentOrdering/receiving products, managing cash deposits, opening and closing the service center-Nationwide Title Clearing, Palm Harbor, FL Data Entry & Doc Review Lead 10/2019 – 06/2022Lead/Guidance of a team as few as 4 and as many as 11Delegating work to team as well as assuring the work moving efficientlyEntering information acquired from clients into chosen formatted documentsReviewing documents to assure that they are correct and without errors-Smart Communications, Seminole, FL         Warehouse Assistant                           09/18 - 08/19Data entry with excel formattingIdentifying problem products and fixing proceduresAssisting in shipment of productsRefurbishing a variety of different products-Tires Plus, Clearwater, FL General Service Technician 03/17 - 09/18Managing cash deposits Keep track of inventory and order new inventory when neededHandle customers vehicles courteously and in a timely fashionHandle power tools and heavy machineryBasic vehicle maintenance**Lindsie R. Grace**11 Joseph St, Dorchester, MA       (727) 334-9174   gracelindsie@gmail.com**REFERENCES****Vicky McCoy**Notary Nationwide Title ClearingPalm Harbor, FL(913) 645-2447Co-worker**Daniel Berrios**Automotive TechnicianTires Plus2607 Gulf To Bay BoulevardClearwater, FL (813) 417-2521Co-worker**Justin Scott**Head IT Smart CommunicationsSeminole, FL(941) 320-2402Co-worker |  |  |