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| **Lindsie R. Grace**  11 Joseph St, Dorchester, MA   (727) 334-9174   [gracelindsie@gmail.com](mailto:gracelindsie@gmail.com)  **DEMONSTRATED SUCCESS**  Eager to partake in any activity to further my knowledge and self-worth  Adaptable to change for any work environment  Very courteous and respectful with customers and co-workers  Accepts 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 – Current  Maintaining the service center by keeping it clean, organized, and regular maintenance check  Coaching/Training to the company’s standards  Quality customer service and teamwork in a fast pace work environment  Ordering/receiving products, managing cash deposits, opening and closing the service center  -Nationwide Title Clearing, Palm Harbor, FL Data Entry & Doc Review Lead 10/2019 – 06/2022  Lead/Guidance of a team as few as 4 and as many as 11  Delegating work to team as well as assuring the work moving efficiently  Entering information acquired from clients into chosen formatted documents  Reviewing documents to assure that they are correct and without errors  -Smart Communications, Seminole, FL         Warehouse Assistant                           09/18 - 08/19  Data entry with excel formatting  Identifying problem products and fixing procedures  Assisting in shipment of products  Refurbishing a variety of different products  -Tires Plus, Clearwater, FL General Service Technician 03/17 - 09/18  Managing cash deposits  Keep track of inventory and order new inventory when needed  Handle customers vehicles courteously and in a timely fashion  Handle power tools and heavy machinery  Basic vehicle maintenance  **Lindsie R. Grace**  11 Joseph St, Dorchester, MA       (727) 334-9174   [gracelindsie@gmail.com](mailto:gracelindsie@gmail.com)  **REFERENCES**  **Vicky McCoy**  Notary  Nationwide Title Clearing  Palm Harbor, FL  (913) 645-2447  Co-worker  **Daniel Berrios**  Automotive Technician  Tires Plus  2607 Gulf To Bay Boulevard  Clearwater, FL  (813) 417-2521  Co-worker  **Justin Scott**  Head IT  Smart Communications  Seminole, FL  (941) 320-2402  Co-worker |  |  |