

**Maddy Medassist**

5050 Denver Ave., Green Bay, WI 54301  
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**SUMMARY OF QUALIFICATIONS**

- Well versed in medical terminology and procedures allowing for seamless communication of treatment, medications, diets, and physicians' instructions to patients
- Solid interpersonal communication and customer service skills
- Able to effectively perform routine laboratory tests and sample analyses
- Critical thinker, problem solver, and decision maker
- Effective time management, organization, multitasking, and prioritization skills
- Strong work ethic; active and collaborative team player
- *Technical skills:* MS Office, EPIC
- *Certifications:* BLS, Phlebotomy, ASCP

**EDUCATION**

**Northeast Wisconsin Technical College, Green Bay, WI**  
*Medical Assistant, Technical Diploma*

May 2024

**PRACTICUM EXPERIENCE**

*Cardiology, St. Mary's Hospital, Green Bay, WI*  
*Aurora Bay Clinic, Green Bay, WI*

Spring 2023

**PROFESSIONAL EXPERIENCE**

**Medical Assistant**  
*Aurora Bay Clinic, Green Bay, WI*

June 2024 – Present

- Deliver quality patient care and prioritize patient care according to scheduled procedures
- Perform phlebotomy techniques on patients and administer different types of injections
- Obtain specimens, prepped for procedures and take vital signs
- Maintain and set up patient rooms to correspond with type of exam needed
- Perform several EKGs
- Enter information in electronic patient records

**Customer Service Technician**  
*Proctor and Gamble, Green Bay, WI*

April 2023 – May 2024

- Worked with team members to ensure quality standards and product reliability were met
- Communicated effectively with other team members and departments
- Inventoried products utilizing first in first out system
- Trained and worked on all different types of equipment and performed different tasks needed to run a warehouse

**COMMUNITY INVOLVEMENT**

**Blood Drive Event, Volunteer**  
*American Red Cross, Green Bay, WI*

June 2023 – Present

**Mentor for Youth**  
*Big Brothers Big Sisters of Northeastern Wisconsin, Green Bay, WI*

May 2023 – Present