

Yukan Seenow

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SUMMARY OF QUALIFICATIONS

- Experience administering oral medications under the direction of the physician
- Experience entering information into electronic medical records
- Collaborative team player with strong leadership qualities
- Effective communication skills, both written and spoken
- Critical thinker, problem solver, and decision maker
- Effective time management, organization, multitasking, and prioritization skills
- *Technical skills:* MS Office, EPIC
- *Certifications:* BLS, Phlebotomy, ASCP

EDUCATION

Northeast Wisconsin Technical College, Green Bay, WI

Ophthalmic Medical Assistant, Technical Diploma

May 2025

- Related Coursework: Basic Optical Concepts, Ophthalmic Lens Selections, Eyewear Adjustment, Frame Styling and Purchasing

EXPERIENCE

Medical Assistant

January 2024 – Present

Eye Incorporation Green Bay, WI

- Deliver quality patient care and prioritize according to scheduled procedures
- Perform phlebotomy techniques on patients and administer different types of injections
- Obtain specimens, prep 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

April 2023 – January 2024

Proctor and Gamble, Green Bay, WI

- 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

Volunteer, Blood Drive Event

June 2023 – Present

American Red Cross, Green Bay, WI

Mentor for Youth

May 2023 – Present

Big Brothers Big Sisters of Northeastern Wisconsin, Green Bay, WI