

SHELBY MATSON

Punta Gorda, FL

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3528050923

A motivated, level headed, who loves nothing more than helping customer resolve their problems or find things that they want. I have a professional appearance and respectful, business-like manner. I am a service orientated professional who is very confident when handling enquiries, complaints, and communications. I am a team player, who is able to work timely demands and effectively manage multiple workloads.

Willing to relocate: Anywhere

Authorized to work in the US for any employer



WORK EXPERIENCE

Certified Medical Assistant

Lakeview Health Systems - Leesburg, FL
September 2019 to February 2020

Taking Vitals, answering phones, eye exams, faxing, scanning, eclinical, EMR,E-Clinical Works, Ordering labs for patients, sending out referrals

PSR Float

Naples Community Hospital - Naples, FL
June 2019 to September 2019

Check In and Check Out Patients

- Insurance Authorization
- Billing Patients
- Answering Phones, Filing, and Scanning
- Customer Service

Server

Chilli's - Fort Myers, FL
February 2019 to September 2019

Customer Service, Taking Orders, Seating Customers, & Managing money

Labelle, FL - Office Manager

MSJ Enterprises
April 2018 to February 2019

Answering Phones, Accounts Payable, Managing Money, Payroll

- Customer Service, Microsoft Office, Ordering Inventory

Clerk

Texas County Memorial Hospital - Houston, MO
September 2017 to February 2018

Check In and Check Out Patients, Triage, Answering Phones

- Insurance Authorization, Customer Service, Filing, Scanning

Closing Assistant

Star Title Group, Inc - Fort Myers, FL
August 2016 to September 2017

Answering Phones, Customer Service, Filing, Scanning, and Performing Title Searches

Server/Hostess

Rib City - Fort Myers, FL
December 2015 to July 2016

seating customers, bussing tables, answering phones, handling money, taking customers food order, and customer service.

Cashier

Lawhons - North Fort Myers, FL
August 2015 to December 2015

handling money, customer service, stocking, answering phones, ordering inventory, and checking out customers

Hostess/Server

Alva Diner - Alva, FL
April 2015 to August 2015

seating customers, bussing tables, phone orders, managing money, and customer service



EDUCATION

CMA,EKG, and Phlebotomy

Institute of Medical Technology - Fort Myers, FL
April 2019 to August 2019

High school or equivalent

Riverdale High School
August 2012 to August 2016



SKILLS

- **Answering**
- **Answering phones**
- **Customer service**
- **Scheduling**
- **Microsoft office**
- **Phlebotomy**

- **Medical assistant**
- **Ekg**
- **Team player**
- **Highly organized**
- **Drawing blood**
- **EMR**
- **Patient Care**
- **Vital Signs**
- **Injections**



CERTIFICATIONS AND LICENSES

Certified Medical Assistant



ADDITIONAL INFORMATION

SKILLS:

- Customer Service
- Answering phones
- Microsoft Office
- Team Player
- Highly Organized
- Listening Skills
- Multi-Tasking
- Medical Assistant
- Performing EKG
- Phlebotomy- drawing blood
- Perform urinalysis, strep test, spirometry
- Scheduling Patients
- Taking Vital Signs
- Check In and Out Patients
- Insurance Authorization