

ALEXANDRA BIGLAND

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📍 Huntington Beach, CA 92649

PROFESSIONAL SUMMARY

Experienced Medical Assistant with extensive knowledge of medical regulations and policies. Offers strong dedication to informed patient care, administrative excellence and confidentiality of clients. Personal background in the addiction and mental health field. Takes sobriety very seriously and has thoroughly worked the 12 steps and helping others. I know what it's like to lose everything due to addiction and I know how to maintain sobriety regardless of any external circumstances.

SKILLS

- Family Education
- Complex Problem-Solving
- Phlebotomist and Research Assistant
- Reception
- Healthcare

EDUCATION

Central Michigan University
Mount Pleasant, MI • 03/2014

Communication : Social Science
Teacher Education

CERTIFICATIONS

- CAADC - Certified Advanced Alcohol and Drug Counselor
- PT - Phlebotomy Technician
- First Aid/CPR Certified
- CMA - Certified Medical Assistant

ACCOMPLISHMENTS

- Recognized for outstanding dedication to patient care.
- CPR/AED Certified
- RADT Certified
- Licensed phlebotomist
- Active drivers license and no criminal background
- Volunteers time at Little Lion Foundation which is an all volunteer based team dedicated to saving the lives of cats and kittens in need. Specifically orphaned or medical kittens.

WORK HISTORY

Newport Center Urgent Care - Medical Assistant
Newport Beach, CA • 09/2020 - 02/2022

- Roomed patients and helped assess what brought them in that day.
- Drew blood and prepared lab specimens for diagnostic evaluation.
- Helped manage about 800 people a day COVID testing and inputted them into our system.
- Took calls at the front desk and kept up with our busy reception work.

Equinox Fitness - Front Desk Receptionist
Newport Beach, CA • 05/2016 - 11/2019

- Maintained confidentiality of sensitive data to protect customer and business information.
- Operated multi-line telephone system to answer and direct high volume of calls.
- Managed the kids club and was responsible for employee scheduling.
- NASM certified and learned from other fitness trainers.