

Nicholas Jones

Charlotte, NC

Phone: (980) 395-3326

Email: nrjones1989@yahoo.com

Linkedin - [linkedin.com/in/nicholas-jones-vet](https://www.linkedin.com/in/nicholas-jones-vet)

Wix - <https://njones140.wixsite.com/my-site-1>

PROFESSIONAL SUMMARY

Outstanding Hospital Corpsman/ Medical assistant of 10 years with a proven ability to greet patients with a warming salutation while checking them in and out of the facility. A medical professional with incomparable skills in obtaining vital signs, performing minor procedures and maintaining documentations in medical records without discrepancies. Skilled in creating spreadsheets, PowerPoint presentations, acquiring data, data entry, and data analytics. Excellent at using time wisely and effectively while completing all tasks in an efficient manner.

AREAS OF EXPERTISE

- Customer Service
- Security Clearance
- Python/Javascript
- Basic Life Saving Certified
- Windows/Linux/Ubuntu
- HTML/CSS
- HIPPA Certified
- Certified Medical Assistant
- Electronic Medical Record Management
- SQL
- Microsoft Word, Excel, PowerPoint

EXPERIENCE

Sanger Heart and Vascular Institute, Medical Assistant/ Technical Support

Oct 15, 2018

– Present

Charlotte, North Carolina

Troubleshoot all technical issues involving printers, ordering in electronic medical records, and Microsoft outlook.

Complete inventory and ordering for 3 different clinic locations with Excel, which increased efficiency for overall clinic production.

Educate numerous patients in “anti-smoking” campaign by creating PowerPoint presentations, which overall decreased cardiac risk and overall return for cardiac issues.

Synchronize applications on patient’s mobile devices to ensure proper upload into their personal electronic record.

Assist 4 Cardiologist and 1 vascular surgeon with medication reconciliations, physical examinations, and performed ECGs on over one thousand patients, which increased overall duration of exam visit.

Dermatology Consultants, Medical Assistant

May 09, 2017

– Oct 11, 2018

Atlanta, Georgia

Performed over 375 KOH preparations resulting in positive/negative results for patient at the time of appointment. All results were formatted in Excel to be viewed overtime.

Pamphlets were created in Microsoft word to educate patients in the importance of annual skin exams and the danger/ treatment of skin cancers in the clinic.

Adequately assisted and documented in over two thousand patient visits which reduced time for reporting to primary care physician.

Assisted 7 physicians and 2 Mohs surgeons decreasing the delay and cancellations of appointments which in overall increased revenue for the company.

**Naval Medical Center Portsmouth, Medical Assistant
Dec 2016**

Jun 2015-

Portsmouth, Virginia

Obtained vitals on over five thousand patients to accurately communicate normal and abnormal results to presiding provider.

Effectively filtered and relayed approximately 700 telephone consults from patients which increased the line of communication between provider and patient.

Proficiently ordered lab test and medications for patients, which resulted into a decrease in patient delays at pharmacy and the laboratory and an overall increase patient satisfaction.

Successfully educated patients on multiple birth control methods and safe sex practices which increased knowledge of planned parenting and prevention of sexually transmitted infections.

**Internal Medicine/Bariatric Clinic, Medical Assistant
Jun 2015**

Mar 2015-

Chesapeake, Virginia

Responsible for gathering pertinent medical history for provider prior to visit in order to ensure a more streamlined visit.

Performed over two hundred blood draws on customers who required lab test, which decreased the amount of time labs results were reported to the patient.

Provided valuable education to patients interested in our weight loss program resulting in an increase in customer load which overall increased income to the clinic by four percent.

Verified all patient's insurances prior to appointments reducing the rescheduling rate and decrease erroneous billing.

**United States Naval Hospital Okinawa, Hospital Corpsman
Dec 2014**

July 2012-

Okinawa, Japan

Volunteered to mentor four staff members, which resulted in selection for promotion.

Trained fifteen co-workers how to effectively react to a safety hazard in the workspace resulting in 100% competency.

Selected from a panel of five competing corpsman to assist the clinic manager with various duties which resulted in a 65% decrease in customer wait time increasing the overall customer satisfaction.

Demonstrated outstanding administrative skills by booking, cancelling, and rescheduling over 8,400 customer appointments creating a 35% increase in access to care rate.

Leadership Role: One out of eleven Corpsman hand selected to assist the department supervisor in specialty procedure operating in over 1,500 surgical cases overall saving the workspace \$3K in hiring a technician and also saving the department \$3M in billable cases annually.

Training Corpsman: Conducted weekly training and maintenance on five short spectrum lasers ensuring 25 colleagues received the basis of laser safety making the workplace 100% hazard free and making sure all lasers valued at over 4 million dollars were inspected and up kept for safe operation.

Safety Officer: Updated the department's safety plan and facilitated hurricane, fire, and safety chair training for 35 departmental employees. Established proper techniques for personnel evacuation and promoted 100% readiness. Completed OSHA training bi-annually for 4 different clinics which helped achieve an overall 100% OSHA compliance.

EDUCATION

DeVry University **2022**

Currently enrolled – anticipated graduation 2023 majoring in Information Technology and Networking

Naval Corpsman School (Graduated) **2010**