

Nayzeth Guadalupe Lopez

Santa Ana, CA. 92704 ~ (714)-585-8062 ~ nayzethlopez023@gmail.com

Hello, nice to meet you! My name is Nayzeth (pronounced nah-ee-set) and I am more than excited to be considering a work opportunity within your team. I am bilingual with a background in the medical field as an MA, and always willing to learn from new experiences.

Professional Experiences

Sand Dermatology, *Front and Back Medical Assistant* — Orange, CA
July 23' - Current

→ Administrative: New Patient Referrals, Insurance Eligibility and Benefits, collecting co-pays/ procedure fees, Patient check in/out, Scheduling, Answering Phone Calls, e-mails, maintaining patient records, ICD-10/CPT coding, maintaining Front end nice and tidy

→ Clinical: Administering IM injections, Vitals, Clinical Scribing, Assisting in Biopsies/Mohs Surgery, Biologics, Sending out Erx (prescriptions), Autoclaving, Assisting in Cosmetic procedures, Medication Prior Authorizations

→ Created positive connections with patients especially Spanish only speakers, communicated effectively with drug reps, managed patient online reviews, traveled between both offices (Orange to Chino Hills), Software experience: Ezderm, Availity, NaviNet, Optum Medi-Cal, Quest Diagnostics, LabCorp Diagnostics

Newport Coast Cardiology, *Back Office Medical Assistant, Externship* — Newport Beach, CA
June 22' - August 22'

→ Clinical: Vitals, Updating Medication History, 12 Lead Ekg's, Holter Monitors, Assisting in Stress tests/ Treadmill, Restocking, Rx Inventory, Obtaining recent cardio related appointments/hospitalizations, set up rooms for Nuclear Stress Testing

→ Communicated effectively between MD's and Ultrasound tech, Kept back office end clean and organized, Assisted Front office with phone calls/scheduling, Software experience: Epic, Hoag Provider Portal, Eclinicalworks, Quest Diagnostics

The Observatory, *Box Office Representative* — Santa Ana, CA
February 21' - July 23'

→ Scanned Guest tickets/ ticket entry, Assisted with Ticketmaster ticket related issues, Directed guests in Venue, conducted Guest list check-in, Artist/Guest List Credentials, Cash Handling, EOD reports, communicated with all departments in venue, Guest phone calls, worked effectively alongside box office team through festivals, Guest Safety

Education & Certifications

CPR/BLS Certification - Nov 24'
American heart Association, OCEMT

Concorde Career College, Garden Grove — *Medical Assisting Certification*
Nov 21' - July 22'

Los Amigos High School, Fountain Valley — *HS Diploma*
Aug 17' - Jun 21'

Skills

→ **Languages** : **Spanish** (Native Language) *Read, Write, Translate, Medical Terminology*, **ASL** (Elementary) *Conversational*

→ **Work Ethic** : Organized, Fast learner, Great under pressure/ stressful situations, Customer Service, Works great in both independent and team settings,

→ **Computer Skills** : Cash Handling with systems like Square and Clover, EPIC, Availity, ExDerm, EclinicalWorks, NaviNet, Gmail, Google Spreadsheets