

BONNIE JOHNSON

142 CAPERS DRIVE
CAMPBELLSBURG, KY 44355
123-456-7890

SUMMARY **A versatile, confident, decision-maker ... Detail minded ... Dependable
Self motivated ... negotiator ... above average education as a medical
assistant ... expertise in multidisciplinary environment ...**

EDUCATION **Registered Medical Assistant, NASHVILLE COLLEGE, Madison, Tn.
1990**

Certified Emergency Medical Technician, Commonwealth of Kentucky

Graduated with HONORS, High School

EXPERIENCE

1996 to 2000 CHEATHAM & HUNTSMAN CLINIC
Asst. Office Manager

1995 to 1996 NASHVILLE NEURO-PAIN CORPORATION, Nashville, Tn.
**Clinical Supervisor/ Assistant Office Manager/ Registered Medical
Assistant, Account Specialist**
Responsible for all clinical activities and personnel. Senior assistant in
surgical procedures. Supervise scheduling, referrals, chart and dictation
verification. Drug inventories ... medical supplies inventory. Knowledge
coding and billing procedures and appeals. Interact with Business and
Legal Departments.

1993 to 1995 COLUMBIA HCA MEMORIAL CLINIC, Madison, Tn.
Medical Assistant Internship
Nursing procedures, examination and lab work. Injections, vitals,
venipuncture and all related aspects on a medical practice.

1980 to 1993 FRUIT OF THE LOOM, Kentucky and Texas
Instructor/ Unit Supervisor/ Manager
Supervise 109 employees and report to Plant Manager and Corporate
Vice President. Train employees ... prepare and implement work schedules
Handle all disciplinary actions. Interpret and disburse policies and
procedures for corporation.