

Robin Powell

To obtain a full-time position that allows me to demonstrate my professional leadership skills. In conjunction with focusing on organizational strategic planning; utilizing managerial and development skills. Continue to be a role model by exemplifying integrity and professionalism in Education via teaching, professional development and, code of conduct of the organization.

Authorized to work in the US for any employer

WORK EXPERIENCE

Program Manager

Heritage College - Middleburg, OH -

2015 - 2016

Middleburg Hts, OH 44130

2015-2016

X-ray Medical Technologist/Medical Assistant ; Medical Administrative Specialist Program Manager;
Externship Coordinator

Complete and oversee via evaluating instructors

Conduct Professional Development for Instructors

Oversee curriculums/lesson plans

XMT-MA, MAS Instructor scheduling courses

Assist with DOE duties

Assist DOE in evaluating student surveys

Participate with Advisory Board Meetings

Recruitment, hiring, and training of personnel for program

Medical Assistant Program Director

Vatterott College - Broadview Hts, OH -

2013 - 2015

- CPR instructor
- Allied Health Instructor
- MA Instructor
- ABHES Facilitator
- ACCSC Facilitator
- Develop and oversee curriculums/lesson plans
- Manger MA instructors/train/provide in-service

Cleveland Institute Dental and Medical Assistant College

Lyndhurst, OH -

2011 - 2013

- MA Instructor
- Phlebotomy
- Develop empowering curriculums/lesson plans

Certified Lead Phlebotomist (IAPS)/Medical Assistant

Bedford Medical Center - Bedford, OH -

1999-02 - 2010-07

- * Ordering entry, filing, computer skills (Softlab)
- * Strong interpersonal skills
- * Assist with Laboratory Operations
- * Maintaining OSHA, Department of Health, CLIA regulations
- * Orient new employees to Laboratory

Lead Phlebotomist

American Red Cross - Cleveland, OH -

2001 - 2006-06

Screening health history, including TPR's

EDUCATION

Masters of Arts in Adult Educational Training

University of Phoenix

2011

Bachelor of Science in Business Management in Business Management

University Of Phoenix

2009

Diploma in Certified Phlebotomist

Lakeland Community College - Kirtland, OH

2001

Diploma in Certified Medical Assistant Program

Wooster Business College - Cleveland, OH

1988

SKILLS

65 WPM, Instructor, Medical Assistant, Phlebotomist, training

CERTIFICATIONS/LICENSES

RMA

CPR/BLS

CCMA

AHI

CPT

ADDITIONAL INFORMATION

Skills/Certifications

- Proficient with Microsoft Office 2007-all
- Typing 65 WPM
- Member- The National Association of Professional Women
- Advance educational training in Conflict Management/Resolution
- Chairperson of Diversity Committee
- Certified BLS Instructor- American Heart Association
- Allied Health Instructor-AMT
- Certified Clinical Medical Assistant (CCMA)- NHA
- Registered Medical Assistant (RMA) -AMT
- Certified Phlebotomist (CPT)-IAPS

Volunteer

- Accrediting Bureau of Health Education Schools (ABHES)-Evaluator