

Arsema Syoum

4456 Denniston Terrace Indianapolis, IN 46214

Cell: 317-446-9435 asyoum94@gmail.com

Professional Summary

Reliable, hard-working individual seeking employment in the Medical Assisting field.
Bilingual and effective in communicating with patients and other medical professionals.

Work Experience

SSP America, Indianapolis, IN 08/2019 – 03/2020
Cashier

G2 Secure, Indianapolis, IN 08/2019 – 03/2020
Customer Service

Bell Techlogix, Inc., Plainfield, IN 06/2018 – 06/2019
Repair Technician

Elwood Staffing, Ingram Micro, Plainfield, IN 02/2018 – 06/2018
Receiving

Education

Vincennes University, Indianapolis, IN 02/2022 to 06/2022

Certified Clinical Medical Assisting

EXPECTED GRADUATION DATE JUNE 4, 2022

National Healthcareer Association (www.nhanow.com)

Accredited by the National Commission for Certifying Agencies (NCCA)

Recognized by the Accrediting Bureau of Health Education Schools (ABHES)

Recognized by the commission on Accreditation of Allied Health Programs (CAAHEP)

Wayne Township Adult Education, Indianapolis, IN 10/2018 – 08/2021
High School Equivalency Diploma

Epson America Training, Plainfield, IN 07/2018 – 08/2018
Certificate

Fassiledes Secondary High School, Gondar, Ethiopia 09/2008
High School Diploma

Soft Skills

WIN Career Readiness – Essential Soft Skills Certification

05/2022

- Professional Communication
- Conveying Professionalism
- Promoting Teamwork and Collaboration
- Thinking Critically and Solving Problems

Industry Skills

- CPR American Heart Association 04/2022
- TB Basic Validation American Lung Association 05/2022
- Trained on basic human anatomy and utilize medical terminology and responsible communication in the healthcare facility.
- Knowledgeable about HIPAA/HITECH, OSHA, CMS and other healthcare regulations and laws as they apply to patient information
- Trained on the use of Diagnosis and Procedure codes and employ Electronic Health Records and related Practice Management
- Dedicated to the importance of infection control and environmental safety in general, specialty and surgical practices
- Skills in laboratory, specimen collection techniques, cardiopulmonary testing, pharmacology and medication administration

Professional Reference

1. Tiruye Yilma
2. Getachew Siyoum

(317) 331-2494

(317) 985-4209