

ELIZABETH CORBETT

OBJECTIVE

To gather verified facts, write and edit documents, create illustrated documents, and provide support to department.

SKILLS

- Customer Service
- Oral and written communication
- Creative
- Writer
- Author
- Blogger
- Problem solver
- Detail orientated
- Self-motivated
- Team player
- Training and development
- Operating system subject matter expert, superuser

EDUCATION

Old Dominion University	Present
Bachelor of Arts, English (Creative Writing)	

Central Carolina Technical College	05/2009
Medical Assisting Diploma	

President's List 2006, 2008; Graduate of an CAAHEP (Commission on Accreditation of Allied Health Education Programs) accredited Medical Assisting Program; Externship experience 180+; Student representative for Central Carolina Medical Assisting Program Advisory Board, 2008-2009; Certified Medical Assistant, (AAMA) American Association of Medical Assistants, 2009

Camden High School	06/1998
Diploma	

WORK HISTORY

City of Virginia Beach, Virginia Beach, VA	07/2019-Present
Administrative Technician	

- Accurately check, verify, and edit prepared documents

- Develops clear and verified information to present documents to intended audience
- Establish and maintain databases and spreadsheets
- Creates statistical and narrative documents as needed
- Develop strategies, drafts, and prepare changes to contractual agreements such as Memorandum of agreements
- Conducts research to gather information and develop documentation based on subject matter
- Creates illustrated instruction documents using photographs, diagrams, drawings, and animation that provides user understanding of information
- Provides operating system technical support to clinical staff
- Proficient in using office automation software, which includes Microsoft Word, Microsoft Excel, Microsoft Office, Microsoft PowerPoint, Microsoft Publisher, Microsoft Paint 3D, Microsoft Outlook, Microsoft Teams, Adobe Acrobat, Canva, Internet Explorer, and Google Chrome

Hampton VA Medical Center, Hampton, VA
Medical Technician

05/2016-07/2019

- Greeted and properly identify patient
- Performed a variety of technical and clerical duties related to receipt, processing, preparation of specimens and procurement using phlebotomy skills
- Answered telephone request for laboratory information, route incoming telephone calls to the appropriate person or section
- Proficient and knowledgeable in the computerized data entry system and patient information processing system such as Veterans Health Information Systems and Technology Architecture (VISTA) and Computerized Patient Record System (CPRS) to process physician orders, collect and process specimens, process laboratory orders, and print labels
- Maintained and ensures daily log, temperature logbook, and manuals are complete and current.
- Qualified typist typing 50+ words per minute
- Received telephone calls and determines nature of calls, answer calls appropriately.
- Uses office automation software, such as Microsoft Word, Microsoft Excel, Microsoft Office, Microsoft PowerPoint, Microsoft Outlook, Microsoft Publisher, Microsoft OneNote, Microsoft Access, Internet Explorer, Google Chrome, and Skype for Business