

Wendy Miller-Calvete, CMA

Certified medical assistant

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Authorized to work in the US for any employer

Work Experience

Certified Medical Assistant

COMPREHENSIVE DERMATOLOGY-Long Beach, CA

April 2018 to Present

Practice concierge, Medical scribe, (EMA) educating patients on different cosmetic procedures, Coolsculpting treatments, Fraxel lasers, injectables (fillers Botox and Dysport,)Mohs surgeries, Excisions, biopsies. Venipuncture for PRP procedures.

Certified Medical Assistant

ZENAMEDICAL Dr. Zena Gabriel-Newport Beach, CA

September 2015 to January 2018

Head of back office. Helped to train, assist and intergrade new physician into practice. Assist in Mohs surgeries and repairs of the defects. Head of CLIA inspection. Trained new back office employees. In charge of all pathology from biopsy to phone calls to patients and scheduling skin cancer surgeries to ensuring completion.

Pre ops for cosmetic surgeries and for laser treatments. Venipuncture for PRP treatments.

Education to help patients make educated decisions. Assisting in MIPS for Medicare medical billing.

Clinical support

WCCT-Cypress, CA

March 2015 to June 2015

Responsibilities

Was responsible for day to day care for all subjects in a particular study. Includes help with meal service, blood draws, EKG's, and vital signs on up too 80 subjects per shift. Also helped out with administrative duties.

Accomplishments

I was able to work any amount of time they scheduled for me. I was able to interact with subjects and get to know them, which I found to be interesting.

Skills Used

I did blood drawls, EKG's, vital signs, and interaction with subjects on a daily basics. I also helped out administration, check ins, check outs, and helped out wherever or whenever they needed it.

Certified Medical Assistant

LA JOLLA COSMETIC SURGERY CENTER Plastics and Dermatology Division DR. RICHARD FITZPATRICK /

DR. WILLIAM GROFF-La Jolla, CA

July 2006 to March 2008

Skills Used

Patient Educator/Coordinator

Consulted with all potential cosmetic surgery patients via the phone, email and in person.
Scheduled initial and follow up appointments with doctors.

Sales

Through patient consults, increased cosmetic surgeries and office procedures like injectables, i.e.: Botox, Divider, Sculptra, Per lane and others.

Increased sales of products by 50% and brought in new ones.

Sales person of the year in 2007 at JCS.

Certified Medical Assistant

Scrubbed In to cosmetic and plastic surgery procedures and lasers as well as other minor office surgeries.
Gave pre and postoperative care and instructions.

Troubleshooted all lasers on premises.

Made sure all products, laser tips, special ordering and inventory was done daily.

Assisted in Clinical Drug and laser Studies.

Responsible for training and educating myself on OSHA, CLIA, and HIPAA.

Worked in an Accredited Surgery Center. (Triple certified)

Certified Medical Assistant

1996-2002 FACE BEAUTIFUL LASER CENTER REGG V. ANTLE, M.D. & AMIR MORADI, M.D.-Vista, CA
October 1996 to March 2002

Responsibilities

Increased sales of cosmetic/plastic surgery from \$80,000.00 in 1996 to \$950,000.00 in 2001. (Dr.'s Antle and Moradi)

Increased sales of products by 50% and brought in new ones.

Provided full administrative support to company.

Hired and trained new employees.

Administrator of our Aesthetics' Department.

Handled 5 phone lines

Insurance coding and billing. ICD-9 and CPT

Computer software: including but not limited to Excel, Word, Publisher, Access, Excel, Outlook, Act, Power Point, (Certified) Medisoft, Medical Manager

Payroll, A/P and A/R and collections (QuickBooks)

Managed patient accounts and medical record

Accomplishments

increased sales of cosmetic/plastic surgery.

Increased sales of products by 50% and brought in new ones.

Medical Assistant

1987-1996 THE CENTER FOR COSMETIC SURGERY AND DERMATOLOGY. REID BINDER, M.D.-Oceanside, CA

August 1987 to September 1996

Responsibilities

Patient Educator/Coordinator

Consulted with all potential cosmetic surgery patients via the phone, email and in person.

Scheduled initial and follow up appointments with physicians and aesthetician for cosmetic procedures.

Wrote thank you letters to patients and other referral sources for recommendation to the practice.

Sales

Through patient consults, increased cosmetic surgeries by 40%. (Dr. Binder)

Certified Medical Assistant

Scrubbed In well over 5,000 cosmetic and plastic surgery procedures and over 1500 other minor office surgeries. Gave pre and postoperative care and instructions.

Assisted in MOHS surgery

Head of all ordering and inventory.

Assisted in Clinical Drug Studies. (Dr. Binder)

Responsible for training and educating staff on OSHA. (Dr. Binder)

Worked in an Accredited Surgery Center. (Triple certified)

Venipuncture/IV certified, and EKG certification

Administration

- Provided full administrative support to company.
- Hired and trained new employees.

Administrator of our Aesthetics' Department.

Handled 5 phone lines

Insurance coding and billing. ICD-10 and CPT

Computer software: including but not limited to Excel, Word, Microsoft Publisher, Access, Excel, Outlook Act, Power Point, (Certified) Medisoft, Medical Manager

Payroll, A/P and A/R and collections (QuickBooks)

Managed patient accounts and medical record. EMA.

Accomplishments

I learned every aspect of my job as well as others. I consider this to be invaluable so as to help out as many duties as I could.

Skills Used

Selected Skills.

I have many years of experience working in Dermatology and Cosmetic Surgery.

I am able to interact effectively and professionally with patients, students, staff and faculty.

Exceptional social and customer service skills.

Highly organized and detail oriented.

Excellent persuasive communication skills.

Software programs

Computer experience includes, MS office professional version, ACT, Publisher,

QuickBooks, Medisoft, Medical Manager and Practice Enhancement

Education

Some college in General Studies

August 2023 to August 2025

CLIA certification in CLIA

Newport Beach, CA

June 2017 to October 2017

Additional Education 2007 Worked directly under Dr. Richard Fitzpatrick on new laser technology studies. **2006** Was personally in charge of laser hair removal and new Injectables studies. **2000** Med Light Training for Med light 4 Laser Vista, CA. **2000** Med Light Training for Erbium Laser Vista, CA. **2000** Coherent Lasers Training for V Beam Laser Los Angeles, CA. **1999** AACS Cosmetic Surgery Practice Management Beverly Hills, CA. **1999** Aesthetic Expo Aesthetic and Cosmetic Conference Beverly Hills, CA. **1996** Educational Seminar Building your Business La Costa, CA. **1995** Aesthetic Laser workshop Training Course San Francisco, CA. **1994** DNA Summer Convention San Francisco, CA. **1994** Aesthetic Expo Aesthetic and Cosmetic Conference Las Vegas, NV. **1994** Meyer Institute Aesthetic Paramedical Training Long Island, NY. **1992** Cosmetic Peel Workshop Staff Training San Diego, CA. **1991** Women's Dermatologic Society Annual Meeting Huntington Beach, CA. **1991** American Academy Of Cosmetic Surgery Annual Meeting Los Angeles, CA. **1988** Dermatology Nursing Association Annual Convention Washington, D.C.

Numerous Locations

1998 to 2007

Teaching credentials for medical assistant instructor in Education 2005 - 2006 Multiple seminars on the latest lasers: Portrait, Fraxel I&II , and newest Injectables. **2006** Teaching Credentials. **2006** Updated certification for Medical Assistant. **2000** University of California SM Microsoft Office Certification Professional version. **1996** Robertson Medical EKG/ACLS Certification. **1995** Robertson Medical IV Certification. **1992-1994** Mira Costa College Nursing/Marketing. **1986-1987** Maric College Certified Medical Assistant

Glendale Career College - Oceanside, CA

November 2005 to June 2006

Certification in Medical Assisting

Maric Medical College (Kaplan University) - San Marcos, CA

1987 to 1988

Coolsculpting in One on one educated by their staff.

CSU

Skills

- Too many to list. They are my resume, (10+ years)
- Vital Signs (10+ years)
- Injections (10+ years)
- Patient Care (10+ years)
- EMR (2 years)
- Epic
- EHR (6 years)
- Phlebotomy (10+ years)
- Venipuncture (10+ years)
- Scheduling (10+ years)

- CPR Certified (10+ years)
- Microsoft Word (10+ years)
- CPR (10+ years)
- EKG
- Filing
- Receptionist
- Medical Records
- Clinical Trials (2 years)
- Anatomy Knowledge (10+ years)
- Botox Experience (10+ years)
- Laboratory Experience (6 years)
- Triage
- Microsoft Publisher
- Practice Management
- Medical Billing (2 years)
- Medical Coding (10+ years)
- Marketing (10+ years)
- Medical Office Experience
- EMR Systems (6 years)
- CPT Coding
- ICD-10
- Customer Service (10+ years)
- English
- Office experience (10+ years)
- Botox
- Medical Terminology (10+ years)
- Supervising Experience
- ICD Coding (6 years)
- Medical Scheduling (2 years)
- Quality Assurance
- Teaching (2 years)
- Phone etiquette (10+ years)
- Medication administration
- Specimen collection / processing
- Microsoft Office
- EHR systems (6 years)
- Information management
- Microsoft Powerpoint
- QuickBooks (2 years)
- Insurance Verification

- Clinical research

Awards

Sales person of the year.

December 2007

Out of approximately 60 + employees I won the prestigious Salesperson of the year.

Certifications and Licenses

Certified Medical Assistant (AAMA)

January 1988 to Present

I chose to re-certified in 2006 for Medical assistant.

Currently working on my Dermatology technology Accreditation.

Certified Medical Assistant

Certified Clinical Medical Assistant (CCMA)

Registered Medical Assistant (RMA)

Certified Medical Assistant (CMA)

CPR Certification

CPR Certification

BLS Certification

Groups

Dermatology Nursing Association

January 1989 to January 2007