

Melinda Wilson-Goldblatt
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OBJECTIVES

To provide medical assistant skills to a progressive and diverse organization. Strong detail and custom orientation. Computer skills in: Microsoft EX, Excel, Access, Windows 2005, Internet Explorer, 10 Key, Word Perfect, Keyboarding speed approximately 40 wpm.

WORK HISTORY

Administrative Assistant, Waddell & Reed Financial Services, Colorado Springs, CO
2006 to 2007

Private contractor to a Waddell & Reed employee. Maintained all client files, scheduled appointments, handled incoming phone calls from clients. Typed letters, made phone calls to set up appointments. Faxed and made copies of contracts that went to Home Office and client file. Solved client problems with Home Office and Financial Advisor.

Paralegal, Terry Fjeld Law Firm, Colorado Springs, CO 2006

Maintenance of 20% of case files. Calls to clients to gain information on medical history. Responsible for requesting medical information to help client gain Social Security Disability. Prepare file for Administrative Law Judge to have available before trial. Updated files as needed with all current medicals before trial. Kept in constant contact with clients to ensure that Attorney was kept up to date on all new occurrences.

Paralegal, Works & Lentz Law Firm, Oklahoma City, OK 2005 to 2006

Responsible for preparing legal affidavits/summons for suite of unpaid medical bills. Inputting into computer system information to prepare same. Entering information into computer system on bankruptcies. Maintenance of legal files, adding any legal paper work to legal files. Printing legal correspondence to be sent out. Printing labels to be put on new legal files. Matching Authorization letters with proper paper work to set up law suits.

Adult Day Care Helper, Road to Responsibility, Marshfield, MA 2004 to 2005

Helping physically and mentally challenged adults learn crafts, doing daily exercises, going on outings, feeding themselves, and bathroom duties. Maintaining an open communication with co-workers and administrative personal.

Paralegal, Fleet/Boston/BankAmerica, Boston, MA 1998 to 2002

Quality Control and Compliance Auditor:

Ensure that all high valued Commercial Loan notes reflected required legal parameters. Responsible for packaging funded Commercial Loans for secondary market sale.

Medical Assistant, South Shore Medical Center, Duxbury, MA 1987 to 1990
Pulled medical charts, called patients back to exam room to take vital signs, entered all pertinent information into chart. Set up exam room for any procedure needed. Assisted doctor as needed.

EDUCATION

Bachelor Degree, Paralegal Studies, Suffolk University Boston, MA
Associate Degree, Paralegal Studies, Quincy College Quincy, MA
Certificate Medical Assistant, United Technical Institute Oklahoma City, OK

References: Rainie Owens
719-520-5911

Kathy Buckner
719-590-1871

Heather Sheldon
719-651-8537