

RESUME OF LETIZIA MARCH

**6A Diamond Drive
Barnegat, NJ 08005**

**(609) 698-2016 (Home)
(609) 290-1091(Cell)**

EDUCATION AND CERTIFICATIONS:

New Utrecht High School, Brooklyn, NY
1972 Graduate—Regents Diploma

1977-1978

Lakewood Civil Service, Lakewood, NJ
Computers, Office Procedures, Secretarial Functions

1988

Garden State Rehabilitation, Toms River, NJ
Certified Nurses Aide Program

1994

Star Technical Institute, Lakewood, NJ
Specialized Clinical Technician, Electrocardiography and
Phlebotomy

1994

Community Medical Center, Toms River, NJ
Coursework Leading to Emergency Medical Technician

PROFESSIONAL SKILLS AND CERTIFICATIONS:

EKG Technician Certificate
OSHA Regulations Certificate
Cardiopulmonary Resuscitation
National Phlebotomy Certification
Adult/Pediatric Venipuncture
Capillary Collections
Electrocardiography and Identification of Basic Arrhythmias

Knowledge of Geriatric Care, Anatomy and Physiology, Medical
Terminology, Vital Signs, Behavior Modification, High Risk
Patient Care

Computer Courses on Microsoft Windows 95, Excel, and Word

WORK HISTORY:

1972-1978

Homemaker and Part-Time Medical Secretary, Brooklyn, NY

1978-1984

Ocean County Health Department, Toms River, NJ
Senior Medical Transcriptionist, Office Manager (staff of 7)
Transcription and typing of Medical, Legal, and Patient
Reports. Medical Disposition and Testimonies.

RESUME OF LETIZIA MARCH (continued)

- 1984-1988** Seaside Park Municipal Court, Seaside Park, NJ
Mayoral Assistant, Assistant Violations Clerk
- 1988-1992** Garden State Rehabilitation Hospital, Toms River, NJ
Practical Nurse. General Care of Geriatric Patients, Charting,
Collection of Lab Specimens, Taking of Vital Signs
- 1992-1996** Susskind & Allmalah Eye Associates / Ophthalmologists
Medical Assistant, Receptionist, Office Procedures
- 1996-1997** Heritage Bay Adult Community, Barnegat, NJ
Administrative Assistant to Office Manager, Receptionist,
Corporate Reporting, Computerized Sales Follow-Up System.
Windows Applications, Microsoft Excel and Word and
Customized Real Estate Applications. Extensive Typing,
Contracts Administration, and Special Projects for Corporate
Officers located in Pennsylvania. Personality position.
- 1997-1998** PMI Insurance Examiner
In-Home Medical Exams for Insurance providers
- 1998-2001** Family Medicine Center, Little Egg Harbor and Manahawkin NJ
Medical Assistant for five Doctor Practice. Proficient in all aspects
of front and back office procedures. HMO'S, injections, sigmoidoscopy,
ECG, X-Ray, venipuncture, audiogram, pulmonary, and
phlebotomy. Assists in minor surgeries. Superior patient care
skills.
- 2001-2003** American Red Cross - DCA - Blood Collection Technician.
Independent Travelling DCA covering the NJ/PA area working at
Scheduled Blood Drives. Taking Histories, Assisting in Set-up.
Drawing and labeling donated blood. Able to work in field and
communicate with management in a superior way.
- 2003-Present** Insurance Examiner
Portamedic - East Brunswick NJ and **Exam One** - Voorhees NJ
Phlebotomy-EKG-Simple Physicals-Histories-Insurance Reports -
Ocean/Monmouth County Area. Part-Time Flex Schedule.
D.O.B. 1/7/55
Excellent Health

REFERENCES: Personal and professional references are available upon request.