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OBJECTIVE: To obtain a full-time position at a fast-paced, challenging, and quality life sciences organization where I can continue my education and professional growth for a long and distinguished career. I am excited about learning more and committed to continuous growth in this field.

SUMMARY: As a professional with great experience in the medical field, I am eager to advance my career. My strong organizational skills and attention to detail position me to be a valuable asset to the company.

SKILLS:

- Attention to detail
- Multitasking
- Adaptability
- Organization
- Problem solving

PROFESSIONAL EXPERIENCE

Brigham and Women's Hospital - GI and Surgery Department **Nov. 2019- Oct. 2022**
Medical Assistant

Massachusetts General Hospital - Rheumatology Department **Feb. 2016- Nov.2019**
Medical Assistant

Massachusetts General Hospital - Cancer Center **Oct. 2015 – Dec. 2015**
Medical Assistant (externship)

- Ordering Supplies and Medications: Monitor inventory levels and proactively order medical supplies and medications to ensure adequate stock levels, collaborating with clinic management to optimize procurement processes.
- Keeping Exam Rooms Stocked and Cleaned: Maintain cleanliness and organization of exam rooms, ensuring they are fully stocked with necessary supplies and equipment for seamless patient care.
- Assisting Physician During Patient Exams: Collaborate closely with physicians to ensure efficient and effective patient examinations, providing assistance as needed and facilitating clear communication between patients and healthcare providers.
- Obtaining Vital Signs and Updating Medical History: Skillfully collect and record vital signs, medical histories, and other pertinent information to assist in patient assessments and treatment planning.
- Greeting Patients: Warmly welcome patients upon arrival, creating a positive and comforting environment.

10 Spot Madrag (Clothing Store) Roslindale, MA **Feb. 2014 -Sept. 2015**
Sales Associate

- Demonstrated advanced product knowledge and built quality customer relationships that resulted in sales
- Ensured friendly and professional interactions with all customers

- Performed tasks including but not limited to: processing credit cards, handled cash, customer support, responded to inquiries, customer database entries, document filing, and other miscellaneous tasks as requested
- Assisted with the maintenance and merchandising of the store to maintain neat, orderly, and well stocked and appealing displays.

EDUCATION:

Bioversity and MA College of Pharmacy and Health Sciences’s “Biotech Career Foundations”

Certificate of Completion Expected Feb. 2024

Comprehensive 8-week certificate training program covering biotech industry insights, lab skills, safety standards, facility management, inventory control, professional behavior, communication, and job interview skills. As part of this program, I have received bloodborne pathogen training.

Lincoln Tech Allied Health, Somerville, MA

2014 - 2015

Medical Assistant Certificate

An intensive Medical Assistant curriculum that includes 900 hours of classroom and hands-on instruction, covering clinical procedures, anatomy and physiology, administrative processes and legal aspects of a medical environment in accordance with Allied Health regulations. A practical externship consisting of 180 hours concludes the program. Will be eligible for AMT RMA certification.

Roxbury Community College, Roxbury, MA

Dec. 2012

Received General Education Diploma

PROFESSIONAL SKILLS/ QUALIFICATIONS:

CPR/First Aid Certified

Performing/Interpreting EKGs

Venipuncture/Injections

Medical Terminology

HIPAA Training

Practical Hospital Applications

Sterile Techniques

Aseptic Medical Techniques

Laboratory Specimen Collection

Pharmacology/Hematology

Microsoft Office & Medisoft

EMR Training (MedCin)

Eligible for AMT RMA Certification

REFERENCES FURNISHED UPON REQUEST