

# OSWALDO E. AVENDANO BOLIVAR, BS, CMA (AAMA)

**Name:** Oswaldo E. Avendano Bolivar

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## EDUCATION

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<b>UNIVERSITY OF HOUSTON.</b> College of Natural Science and Mathematics Bachelor of Science in Biology Minor in Chemistry	HOUSTON, TX. May 2019
<b>HOUSTON COMMUNITY COLLEGE</b> Associate in Science	HOUSTON, TX. May 2016
<b>HOUSTON COMMUNITY COLLEGE.</b> Coleman College for Health Sciences Medical Assistant	HOUSTON, TX. Jul. 2014

## EMPLOYMENT HISTORY

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<b>LONESTAR ORTHOPEDICS</b> <i>Position: Medical Assistant</i> <ul style="list-style-type: none"><li>• Triage patients to take patient's medical histories and vital signs.</li><li>• Perform X-rays on patients as directed by the physician.</li><li>• Control the C-arm during in-office surgical procedures and set up for epidural, sacroiliac and medial branch block injections.</li><li>• Change wound dressings, perform suture removals while following an aseptic technique.</li><li>• Scheduled appointments, directed phone calls, filed documents and submitted referrals and orders for diagnostics studies.</li><li>• Perform phlebotomy and centrifuge blood for PRP injections.</li><li>• Sterilize medical instruments.</li></ul>	HOUSTON, TX. Oct 2019 – Sept 2021
<b>HAND &amp; FOOT SURGERY SPECIALISTS OF TEXAS</b> <i>Position: Medical Assistant</i> <ul style="list-style-type: none"><li>• Triaged patients for Podiatry, Hand Surgery, and Migraine specialists.</li><li>• Performed X-rays on patients as directed by the physician.</li><li>• Prepared parenteral medications.</li><li>• Changed wound dressings, suture removal, and aseptic technique.</li><li>• Sterilized medical instruments.</li><li>• Scheduled appointments, directed phone calls, filed documents.</li></ul>	HOUSTON, TX. May 2017 – Oct. 2017
<b>HOUSTON COMMUNITY COLLEGE.</b> Coleman College for Health Sciences <i>Position: Medical Assistant II</i> <ul style="list-style-type: none"><li>• Assisted Medical Assistant Instructors on demonstrating clinical, laboratory, and pharmaceutical procedures. Including but not limited to the triage of patients, drug administration, phlebotomy, and CLIA waived tests.</li><li>• Held tutoring sessions for the Medical Assistant Program courses, with questions related to different class topics, such as pharmacology, anatomy &amp; physiology, and clinical and laboratory procedure skills training.</li><li>• Maintained inventory and assortment of supplies, to provide a well-managed stock of materials and equipment.</li><li>• Supervised and maintained the laboratory and clinical equipment located in the lab.</li></ul>	HOUSTON, TX. Oct. 2014 – May 2016

**SAN JOSE CLINIC**

HOUSTON, TX. May 2014 – July 2014

*Position: Medical Assistant Intern*

- Triaged patients in different specialties, including but not limited to, Family Practice, Pediatric, Endocrinology, Dermatology, Podiatry, and Cardiology.
- Performed drug administration and patient education for adults and children.
- Performed EKGs for the Cardiology department
- Performed CLIA waived tests, as well as phlebotomy to adults and urine specimen collection.
- Scheduled appointments and made calls to patients as directed for lab results and appointment confirmation.

**LANGUAGES, CERTIFICATIONS, AWARDS AND RECOGNITIONS**

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| • Spanish – native language.  | • English – fluent.   |
| • CRISPR: Revolutionizing Genome Editing Advanced Certificate Program – CRISPR BIOTECH ENGINEERING. April 12, 2021. | • American Association of Medical Assistants (AAMA) - Certified Medical Assistant. October, 2014. |
| • The President's Volunteer Service Award - Gold. 2014.   | • Houston Community College Medical Assistant Student Board – President.                          |

**LABORATORY SKILLS**

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- In-vitro subculture and manipulation of NIH3T3 Mouse Fibroblasts, Chinese Hamster Ovary cells, and C2C12; RT-PCR of mammalian cells using RNeasy kit and Qiagen One-Step RT-PCR kit.
- Data collection and reporting.
- Handling and maintaining *Drosophila melanogaster*.
- Mapping genes on *Drosophila melanogaster*.

**ADDITIONAL SKILLS**

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**Administrative procedures:** filing Insurance forms; billing and coding procedures; scheduling appointments; telephone triage; patient records management; supplies management.

**Clinical procedures:** assistance in exam procedures; triaging and taking vital signs; electrocardiography; phlebotomy; administration of parenteral, percutaneous and enteral routes medications; patient education.