

# Madison Bowe

Patient Representative

Las Vegas, NV

@yahoo.com

## EXPERIENCE

### Day Care Facility, Creative Kids Learning Center — *Teacher's Aide*

- Assisted head teacher at an all day children's center with kids aged 2-3 years old
- Prepared rotating activity stations and nutritious snacks
- Fostered a safe and positive environment by reinforcing good behavior

### Pediatric Optometry Office, Dr. Mary Grants' Office — *Secretary Aide*

- Maintained a clean and inviting lobby and office
- Specialized in Medical Transcription
- Answered phones and greeted patients
- Ran and organized inventory
- Assessed insurance plans/providers for patients

### Goodwill, Tropicana & Pecos Location — *Retail Assistant*

- Operated registers and bagged items for customers
- Coordinated inventory including back stock
- Assisted with on-the-floor sales to maximize revenue

## EDUCATION

### College of Southern Nevada, West Charleston Campus

July 2013 - April 2015

Focus in Emergency Medical Services obtained NREMT and went through Advanced EMT.

### Academy of Individualized Study, Flamingo & McLeod — HS Diploma

August 2012 - June 2013

## SKILLS

MSFT Suite

Financial Literacy cert.

Professional Dev. cert.

STEM cert.

NREMT cert. (expired)

CPR (expired)

Case management

## INTERESTS

Rare disease advocacy

Educating members of the  
medical community

Cultural Inclusivity

Learning new skills

## LANGUAGES

English, German, Spanish,  
ASL