

Thomas Marshall King, Jr.

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## Summary

- Proactive self-starter with a track record of initiative, personal responsibility, attention to detail, and removing obstacles to make things happen.
- North Carolina EMT Certified, Volunteer Fire Fighter six years.
- Knowledge and working experience of Windows 10.1 and prior versions, Microsoft Office 2016 and prior versions, and Quicken.

## Education

***Vance Granville Community College*** Graduated May 2018  
Associate in Applied Science Degree, Medical Office Administration

- Course work included medical terminology, information systems, office management, medical coding, billing and insurance, legal and ethical issues, formatting and word processing.
- Learned administrative and support functions and developed skills applicable in medical environments.

***University of Phoenix*** Graduated September 2015  
Associate of Arts, Accounting

- Focus on the role of accounting in business strategy, accounting communications, accounting information systems, management, financial statements and cost information.
- Use ledgers, journals, and worksheets to complete formal, informal and quantitative accounting tasks.

## Employment History

***(OMR) On-site Medical Representative*** October 15, 2018 - Present  
Maxim Healthcare Services

- Provide triage, first-aid, and/or referral to outside medical providers, if indicated  
Maintain all records of care provided to associates
- Maintain first-aid kits, inventory supplies, restock and clean equipment used to provide first aid care.
- Provide daily activity logs to the safety team and senior leadership team. Provide analysis of all onsite incidents on a monthly basis including recommendations on how to reduce the risk and severity of injuries within the warehouse.

- Understand and learn each department and job function within the warehouse to fully understand the body mechanics involved in every task. Be actively involved with improvements to the standard work process.
- Initiate and maintain Worker's Compensation cases when applicable.

**Medical Receptionist (Intern)** Fall Semester August 2017- December 2017  
Beckford Warren Medical Center

- Checked patients in and out, scheduled new appoints in person and over the phone, answered multi-line phone system, and accurately transferred calls.
- Confirmed and updated patient demographics in EHR system, including insurance information. Collected payments and reconciled accounts.

**EMT/First Responder** June 2016 – Present  
Hawtree Volunteer Fire Department/Warren County EMS

- Perform difficult technical and protective service work in providing emergency medical services to critically ill and injured patients under emergency conditions.
- Perform other duties that may be needed.

**Administrative Assistant** May 2005 – December 2017  
Hawks Used Cars, Rental Property, & Laundromat

- Performed basic office duties from book keeping, inventory, DMV titles, and customer relations.
- Assisted owners with rental property, in making sure property is maintained, renting and collections of rent.

**NBC NCO, Admin, Personnel, Supply Clerk** February 1989 – April 2004  
United States Army

- Trained and protected against chemical attack, Ordered, tracked, received, and stored items ordered.
- Assisted with payroll and personnel records.

## Professional Skills

NC Certified EMT  
AHA BLS Instructor  
FEMA Cert. IS-110b.,  
200.b. 700.a, 800.b

Medical Terminology  
HIPAA Regulations  
Time Management

Critical Thinking  
Typing 25 – 30 wpm

## Honors/Activities

PHI THETA KAPPA  
National Society of Collegiate Scholars

North Carolina Volunteer Fire Fighter  
Red Cross Certified Life Guard