

Michelle Mosby

I am seeking an entry-level position or internship opportunity in the Television and Film industry. I am a curious and receptive worker eager for any opportunity.

2401 NW 48th Street
Oklahoma City, OK 73112
(405) 923-7995
mdmosby003@gmail.com

EXPERIENCE

Fusion MD, Del City — *Medical Scribe*

March 2021 - Present

Charting patient-physician encounters, office and administrative support, maintaining office calendars and schedules, maintaining files and records, and performing data entry.

EDUCATION

Classen School of Advanced Studies, OKC — *Graduate*

August 2015 - May 18, 2022

I graduated from Classen School of Advanced Studies High School in May of 2022.

Oklahoma City Community College, OKC — *Current Student*

August 2020 - Present

I enrolled in Oklahoma City Community College in August of 2020 and completed my remaining high school credits through their concurrent enrollment program. I am now a full time student at the college pursuing a degree in Digital Cinema Production.

SKILLS

Multitasking

Familiar with Microsoft Word and Excel

Written and verbal communication skills

Organized

Enthusiastic & Personable

References

Dr. Audralan Fox, MD
(405) 622-3699
fusionmd@fusionmd.org

Michelle Wallace
(405) 590-1523

