

# Oliwia Kilon

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If there's something that you need that I don't know, I'll learn it.

## CERTIFICATIONS

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National Certified Medical Assistant, NCCT	Dec 2026
National Certified Phlebotomy Technician, NCCT	Dec 2026
Certified Electrocardiograph Technician (CET), NHA	Apr 2026

## EXPERIENCE

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Ankha Azzura Magazine Columbus, OH May 2025 – July 2025

*Editorial & Wellness Intern*

- Wrote weekly lifestyle and wellness articles tailored to the magazine's voice and reader demographic
- Researched trending health topics and sustainable products to feature in upcoming issues
- Collaborated with editors to refine story angles, tone, and structure to meet publishing standards
- Created engaging Instagram captions and carousel concepts to support article promotion
- Attended editorial meetings
- Assisted in rewriting press releases into narrative-style features aligned with brand messaging

Columbus OB/GYN Columbus, OH Dec 2023 – Present

*Medical Assistant*

- Assisted in gynecological procedures, colposcopies, IUD insertions, and pelvic exams
- Prepared exam rooms, instruments, and patients for routine and specialty visits
- Collected patient vitals, updated medical histories, and documented information in EHR
- Coordinated referrals, scheduled follow-ups, and communicated lab results to patients
- Supported the physician in delivering functional medicine care, including supplement protocols, food sensitivity testing, and hormone balancing plans
- Educated patients on lifestyle modifications based on functional medicine recommendations
- Ordered specialty lab kits (e.g., DUTCH, GI-MAP) and provided instructions for home sample collection

Carbon Health Columbus, OH July 2022 - Dec 2023

*Medical Assistant*

- Collected patients' specimens, including blood and urine, and prepared them for lab processing
- Performed ear lavage and urine drug test
- Performed and documented Electrocardiograph to check patients' electrical heart activity
- Performed nasal and nasopharyngeal swabs for COVID testing
- Disinfected and cleaned patient rooms to be ready for examinations
- Recorded patient's vital signs daily
- Performed Drug Tests and Breath Alcohol Testing

Downtown Medical Group San Francisco, CA Jan 2022 - June 2022

*Medical Assistant | Phlebotomist*

- Performed nasal and nasopharyngeal swabs for COVID testing
- Entered patient records, specimens, insurance, and billing information into the clinic database
- Performed *ear lavage* to remove excess earwax from patients' ears
- Collected **30+ blood samples** of patients daily for the venipuncture process

- Handled phone system & appointment calendar for over **20 patients** daily
- Performed and documented Electrocardiograph to check patients' electrical heart activity
- Organized and cleaned blood-drawing trays and ensured sterilization of all blood-drawing instruments
- Assisted in the performance of Hydrafacial and Emsculpt Neo treatment
- Collected patients' specimens, including blood and urine, and prepared them for lab processing
- Sanitized and cleaned patient rooms to be ready for examinations
- Checked and recorded an average of **20 patients'** vitals daily

San Francisco General Hospital - 1M

San Francisco, CA Nov 2021 - Dec 2021

#### *Externship*

- Upkeep patient confidence and protect operations by keeping patient care information confidential
- Performed and documented Electrocardiograph to check patients' electrical heart activity
- Utilized a vacuum tube, venipuncture butterfly, and lancets to draw blood from veins and capillaries
- Administered injections
- Cleaned the outpatient room and disposed of medical waste
- Took & recorded patient vital signs, including blood pressure, heart rate, temperature, and weight
- Updated and filed patient medical records

#### **EXPERIENCE**

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University of Cincinnati — Bachelor of Science in Public Health

Aug 2025

University of Cincinnati — Associate of Science in Public Health

May 2025

Bay Area Medical Academy — Medical Assisting Program with Phlebotomy & EKG

Dec 2021

Wroclaw Medical University — Public Health

Jun 2019

#### **SKILL SUMMARY**

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Windows, Excel, Microsoft Word, Data Entry, Cepheid, OSX, Fax Machine, CLSI, HIPPA Guidelines, Communication, PHI, Medical Recordkeeping, OSHA, Blood Sample Collection, DOT, Medical Terminology, CMA, CPT, CET, Abbott