**ANN B. HIROS**

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# SUMMARY OF QUALIFICATIONS

Personable office staff member looking to gain an entry level position at Cuyahoga Community College. Working knowledge of FAFSA, College Credit Plus, Transferology and college application process. Dependable for submitting information by deadlines. Transitioning back into the workforce after caring for family. I would like to help others learn the many pathways Cuyahoga Community College offers.

**Cuyahoga Community College,** Parma, OH Completed Women in Transition Program

Cuyahoga Community College, Parma, OH

Associate of Arts Degree

Certificate: Polysomnography

GPA:3.77 – Deans List Recognition**EDUCATION**

## Metro Health, Cleveland, OH

## Sleep Technician

**EMPLOYMENT HISTORY**

2004-2006

Performed all therapeutic and diagnostic modalities provided by Metro Health according to the established policies s and procedures. Participated in departmental quality monitoring and assists other staff members to assure that quality patient care is provided. Recorded polysomnographic data acquisition while monitoring study-tracing quality to ensure signals are artifact-free and adjust as needed

Managed the patient's environment to ensure environmental safety.

* Utilized basic computer skills to record analysis, made computer adjustments and transferred to a secondary computer.
* Modified accommodations to enable individuals with disabilities to perform the essential functions of the equipment without compromising patient care
* Worked effectively with medical staff personnel and supervisors
* Performed competencies to include word processing, spreadsheet and data base management
* Scored sleep/awake stages by applying professionally accepted guideline s
* Complied with laws, regulations, guidelines, and safety standards according to Metro Health policies

**Wiemels Plumbing,** Cleveland,OH

## Office Assistant

2000-2004

Responsible for assisting management with administrative tasks including, but not limited to, ordering materials, data entry, filing, etc. Customer service required to interact with customers, visitors, and employees in a professional and courteous manner. Scheduled appointments, gauging time needed and managing work schedules. Picking up and delivering materials to the job site.

* Scheduled monthly, weekly, daily appointments and dispatched employee
* Assisted in financial management and payroll for an average of six staff members
* Cross referenced computer and paper client records
* Answered calls and delivered messages to personnel
* Fielded costumer questions and provided information or transferred call to appropriate party
* Performed accounts payable/receivable and upgrading parts catalog

**TECHNICAL SKILLS/ LANGUAGES**

Monitor EKG within normal range Record Blood Pressure and Pulse Interpret EEG readings

Microsoft Office Suite: Word - Excel - PowerPoint Peachtree

**VOLUNTEER WORK**

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| Cleveland Council of World Affairs | 2015-present |
| Avid Berea-Midpark High School, Tutor various High School courses | 2015-2016 |
| American Field Service, Foreign exchange program and Counselor, Host to 14 students | 1985-2015 |
| Usher Severance Hall | 2014-2015 |