

# Dawn Zurick Beilfuss

Certified EKG Technician (CET) | Healthcare Professional




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## CARDIAC MONITORING EXPERTISE

Newly Certified EKG Technician with 40+ years healthcare administration experience and fresh cardiac monitoring expertise. Recently earned National Healthcareer Association (NHA) Certified EKG Technician (CET) credential (July 2025).

### Current Certifications:

-  Certified EKG Technician (CET) - NHA, July 2025
-  Medical Terminology Certificate - McHenry Community College, Summer 2025
-  Basic Nursing Assistant Program - In Progress, Fall 2025

### EKG Skills:

- • EKG/ECG Testing and Monitoring
- • Cardiac Rhythm Analysis
- • 12-Lead EKG Interpretation
- • Holter Monitor Setup and Analysis
- • Stress Test Monitoring
- • Patient Cardiac Assessment



## HEALTHCARE EXPERIENCE

### Fox Lake Animal Hospital | Veterinary Assistant (*Jan 2023 - Feb 2024*)

- • Managed 60-80 patients daily with triage and assessment
- • Assisted in medical emergencies and patient care
- • Medical charting, documentation, and payment processing

### Midwest Sports Medicine | Supervisor (*1999-2002*)

- • Supervised medical office operations and call center teams
- • MRI scheduling coordination and insurance verification

### Family Medicine Practice | Medical Secretary (*1998-1999*)

- • Patient scheduling, insurance reconciliation, prescription management
- • Chart analysis and medical record management

### Osco Pharmacy | Certified Pharmacy Technician (*1996*)

- • Licensed Illinois Pharmacy Technician
- • Medication dispensing, patient counseling, insurance processing



## CORE COMPETENCIES

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### Patient Care Excellence:

- 40+ years patient interaction experience
- HIPAA compliance and patient confidentiality
- Emergency response and medical assistance
- Patient education and communication

### Medical Administration:

- Medical charting and record management
- Insurance verification and reconciliation
- Appointment scheduling and coordination
- Electronic Health Records (EHR) systems

### Technical Proficiency:

- Healthcare scheduling software systems
- Medical billing platforms
- Microsoft Office Suite proficiency
- Quick adaptation to new medical technologies

### Leadership Experience:

- Supervised medical teams (up to 9 staff members)
- Training and onboarding of healthcare personnel
- Process improvement in medical settings
- Quality assurance and compliance monitoring



## SEEKING EKG OPPORTUNITIES

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### Target Settings:

- Hospital Cardiac Units (Telemetry, ICU, Emergency)
- Cardiology Practices (Stress testing, Holter monitoring)
- Outpatient Clinics (Pre-operative EKGs, routine screening)
- Urgent Care Centers (Cardiac assessment)
- Primary Care Practices (Routine EKG services)

### Key Strengths:

- ☒ Immediate availability for employment
- ☒ Fresh certification with current best practices
- ☒ Extensive patient care background
- ☒ Mature professional with strong work ethic
- ☒ Flexible scheduling for various shifts

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*Available for immediate employment. References available upon request.*