

Dawn Zurick Beilfuss

Certified EKG Technician (CET) | Healthcare Professional

 DZ4100@gmail.com |  847.287.1148 |  Harvard, IL 60033

PROFESSIONAL SUMMARY

Newly Certified EKG Technician with 40+ years healthcare administration experience. Recently earned **National Healthcareer Association (NHA) Certified EKG Technician (CET) credential** (July 2025). Combines fresh cardiac monitoring expertise with extensive patient care background. Seeking opportunities in hospital cardiac units, cardiology practices, and healthcare facilities.

HEALTHCARE EXPERIENCE

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

- Managed 60-80 patients daily • Medical triage and emergency response • Documentation and payment processing

Midwest Sports Medicine | Supervisor (1999-2002)

- Supervised medical office operations • MRI scheduling and insurance verification

Family Medicine Practice | Medical Secretary (1998-1999)




- Patient scheduling and insurance reconciliation • Medical records management

Osco Pharmacy | Certified Pharmacy Technician (1996)

- Licensed Illinois Pharmacy Technician • Medication dispensing and patient counseling

EKG EXPERTISE & CERTIFICATIONS

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

CORE COMPETENCIES

Patient Care: 40+ years patient interaction • HIPAA compliance • Emergency response • Patient education






Leadership: Supervised medical teams (up to 9 staff) • Training and onboarding • Process improvement

Medical Admin: Medical charting • Insurance verification • EHR systems • Appointment scheduling

Technical: Healthcare software systems • Medical billing platforms • Quick technology adaptation

SEEKING EKG OPPORTUNITIES

Target Settings: Hospital Cardiac Units • Cardiology Practices • Outpatient Clinics • Urgent Care Centers • Primary Care Practices

Key Strengths:  Immediate availability •  Fresh certification with current practices •  Extensive healthcare background •  Flexible scheduling •  Strong work ethic

Available for immediate employment. References available upon request.