

# Dawn Zurick Beilfuss

Certified EKG Technician (CET) | Healthcare Professional

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## 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

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






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

**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

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