

HR ASSISTANT

Professional Summary

I am a HR Assistant who can reflect your values of excellence & quality. I provide excellent customer service for a variety of services while multi-tasking, maintaining confidentiality, and interacting with management, employees, customers, and vendors. I am currently furthering my education in the medical field. I look forward to working in an environment that enables me use of my skills to gain further experience.

Skill Highlights

- Strong organizational skills
- Sharp problem solver
- Active listening skills
- Courteous demeanor
- Energetic work attitude

Work Experience

Company Name April 2008 to Current HR Assistant
City , State

- Assemble employee new hire packs Setting up, monitoring and then tracking employee probationary periods Carrying out background and reference checks on prospective employees Acting as the first point of contact for anyone enquiring about a vacancy Maintenance of the HR records and systems Tracking of any employee anniversaries and awards they are due Developing reports for HR Director on clinical staff quotas Screening phone calls, emails, letters and personal visits Quality Assurance tracking/monitoring quarterly.

Company Name July 2007 to April 2008 Client Service Representative
City , State

- Scheduled aides and Nurses for varies Clients Scheduled and Completed DNA Collections Completed Orientation for field staff new hires Verified Payroll for field staff employees Creating Files for clients and employees Execution of On-Call responsibilities and Scheduling Making Copies, File and Fax Maintain Compliance rules for various clients Updating and Typing Physician orders CAP meetings with managers.

Company Name October 2005 to October 2006 Assistant / Office Manager
City , State

- Scheduled appointment of Client's and answer the telephone for 2 offices.
- Arranged for hospital admission and laboratory services Recorded medical history and vital signs, explaining treatment procedures to Clients Preparing Client's for examination and assisting the Physician during the examination Collected and prepare laboratory specimens of perform basic laboratory tests Disposed of contaminated supplies and sterilize medical instruments Assist doctor during procedures such as pap smears, endometrial biopsies.
- Data-entry Client's Insurance information into the database system Maintained files and completed pre-natal records when lab reports are returned.
- Faxing and filing verifying insurance and updates on insurance In-services with organizations such as Komen foundation, many drug representatives Preceptor - assist other co-worker with their duties.

Company Name May 2000 to June 2006 Obstetrician Technician
City , State

- Set-up patients on fetal monitors Scheduled Client's for cesarean section deliveries Data entry patient's information into database in the Qs system Cleaned and sterilize instruments Ordered supplies for the Labor and Delivery Measured patient's temperature, blood pressure, pulse, height and weight to record the patient's vital signs Supervised the release of information to physicians, insurance companies, and others in accordance with departmental policy, New Jersey Laws, and other regulations affecting medical records

Reviewed medical records for completeness and accuracy; initiates procedures to facilitate prompt completion of records by Physicians; refers incomplete or inaccurate records for correction Reviewed policies and procedures to assure compliance with the Joint Commission on Accreditation of Hospitals and other regulatory agencies Supervised filing and issuance of records to authorized personnel Evaluated and revised medical records procedures and forms to identify more efficient and complete methods of maintaining medical records and data Knowledge of medical recordkeeping principles and practices Reviewed, coded and indexing of patients records and the abstraction of data for reports Knowledge of medical ethics and medical terminology Knowledge of hospital policies and state regulations Ability to recognize adverse signs and symptoms in patients Ability to establish and maintain effective working relationships with subordinates, physicians other medical and administrative personnel Ability to utilize various types of electronic and/or manual recording and information systems used by the office or related units Knowledge of the techniques used to administer pulmonary and cardiac resuscitation Knowledge of the appropriate emergency treatment depending on the patient's condition Ability to prioritized emergency medical treatment needs Ability to remain calm in a crisis situation Maintained necessary records and files.

Company Name March 1999 to January 2000 Pharmacy Technician
City , State

- Retrieved patient's information from the computer Provide Client's information to pharmacist and other Healthcare facilities.
- Filled prescriptions with assistance from pharmacist Answered phones Inventory coordinate.

Skills

Professional and friendly. Careful and active listener. Multi-tasking. Careful and active listener.

Education and Training

Edgecombe Community College Present Select One : Nursing City , State , United States

Continuing education in Nursing.

Nash Community College 07/08 Certified Nursing Assistant 03/07-05/07 Nash Community College
- Certified Nursing Assistant 2 : CNA City , State , United States

Continuing education in Nursing