

TEAM LEADER/ MACHINE OPERATOR

Career Overview

Dedicated and focused Administrative Support Specialist who excels at prioritizing, completing multiple tasks simultaneously and following through to achieve project goals. Seeking a role of increased responsibility and authority. Versatile Medical Assistant offering administrative experience in both corporate and non-profit office environments.

Core Strengths

Excel, Windows, Microsoft office, spreadsheet, power, Data Entry, Dos, multi office tasks, multi phone lines, BLS, PFT, injections, urinalysis, ECG, and leadership. Production Worker, Medical Assistant, Inspector, Quality Control, Customer Service, General Office, Patient Care, Phlebotomy, Team leader, Cash Handling, Call Center, Telemarketing, HI/Lo Driver.

Accomplishments

Patient Care

- Delivered compassionate care that exceeded hospital requirements.
- Successfully provided quality care to a number of patients in healthcare environment. Helped patients by serving meals, feeding as necessary, ambulating, turning, and positioning in bed.

Work Experience

05/2012 to 01/2015

Team Leader/ Machine Operator Company Name - City , State

Earned a fast track promotion to team leader, oversaw production workloads, ensured that materials were properly loaded, coated, counted, and packaged accurately according to company procedures. Helped achieve company goals by supporting production workers. Inspected finished products for quality and adherence to customer specifications. Monitored and adjusted production processes or equipment for quality and productivity. Calibrated or adjusted equipment to ensure quality production using tools such as calipers and micrometers, Maintained logs, lists and files and promptly completed all necessary paperwork. Inspected finished products for quality and adherence to customer specifications. Monitored and adjusted production processes or equipment for quality and productivity.

03/2004 to 08/2010

Home Healthcare Provider Company Name - City , State

ADLs, exhibited compassionate care and communication with regard to issues of death and dying. Administered simple range of motion exercises. Comforted patients and provided them with reassurance and encouragement.

07/2008 to 04/2010

Home Healthcare Provider Company Name - City , State

Completed and submitted clinical documentation in accordance with agency guidelines. Massaged patients and applied preparations and treatments, such as liniment, alcohol rubs and heat-lamp stimulation. Observed and documented patient status and reported patient complaints to the case manager. Planned, prepared and served meals and snacks according to prescribed diets. Provided transportation, assistance and companionship to clients. Cleaned and organized patients' living quarters. Performed household tasks such as laundry, dusting, washing dishes and vacuuming. Facilitated games and other activities to engage clients. Positioned residents for comfort and to prevent skin pressure problems. Assisted with transferring residents in and out of wheelchairs and adaptive equipment.

04/2007 to 04/2009

Medical Assistant Company Name - City , State

Managed the receptionist area, including greeting visitors and responding to telephone and in-person requests for information. Kept facility stocked with necessary supplies, equipment and instruments. Prepared patient rooms prior to their arrival. Collected urine and fecal samples. Designed electronic file systems and maintained electronic and paper files.
10/2000 to 12/2003

Administrative Assistant Company Name - City , State

Managed the receptionist area, including greeting visitors and responding to telephone and in-person requests for information. Handled all media and public relations inquiries. Served as central point of contact for all outside vendors needing to gain access to the building. Dispersed incoming mail to correct recipients throughout the office. Made copies, sent faxes and handled all incoming and outgoing correspondence. Managed daily office operations and maintenance of equipment.
Educational Background

2014

Associate of Science : Business Management Henry Ford Community College - City , State , Wayne

Office Administration coursework, coursework in Human Resource, Microsoft Office Applications, Management and Business Administration

2005

Diploma : Medical Assistant Lawton School - City , State , Oakland

Coursework in Anatomy, Physiology and Health Assessments, Medical Assistant, Medical Receptionist, Medical Billing, Medical Records and Assisting minor surgery.

Certifications

Certificate, Lawton school, MI BLS Medical Assistant HHA

Skills

Customer Service, Receptionist, Retail Sales, Administrative Assistant, Correspondence, Medical Assistant, Training, Clients, sanitation, Billing, Bookkeeping, Medical Records, Std counseling, Business Management, Cash Handling, Data Entry, Dos, Excel, General Office, Mental Health, Microsoft Office, Multi Phone, Phlebotomy, Quality Control, and Telemarketing.