

Samuel Ramirez
samuel.ramirez87@example.com

GENERAL ACCOUNTANT

Career Focus

To obtain a position which will allow me to utilize skills I have acquired through my education and work experiences while continuing to expand my knowledge. Energetic and motivated student dedicated to providing top-quality patient care. I have ten years of administrative support service with five years of that being in a senior position. I work proficiently in a team environment and demonstrate excellent interpersonal skills. I am detailed and multi-task oriented and believe that I can efficiently accomplish any task placed before me.

Licenses

Basic Life Support (BLS) Certification 2013-Present

Skill Highlights

Skilled in conducting physical assessment

Post-operative care

BLS certified

Committed to pediatric nursing

Type 72 WPM

Computer skills: MS Word/Excel/PowerPoint/Outlook, RIS, Health Connect, Symposium, Mainframe, Abraxas, SAP

Professional Experience

General Accountant

April 2010

to

April 2011

Company Name

i¹/₄

City

,

State

Responsibilities: Maintain general ledgers, bookkeeping, generate reports from Dun and

Bradstreet, establish credit limits for new customers, balance books for end of month closing.

Medical Biller/Collector

December 2009

to

April 2010

Company Name

i¹/₄

City

,

State

Responsibilities: Post charges/payments,

Maintained patient charts and confidential files, transcription, prepare progress reports for workers

compensation cases, process liens for liability cases, manage M.D.'s calendars, prepare subpoenas, answer high-volume phones, front desk

check-in and scheduling.

Lead of Clerical Services

August 2000

to

December 2009

Company Name

i¹/₄

City

,

State

Responsibilities: Provide administrative support for senior management, present education/training to all new clerical staff, including crosstraining for multiple service areas, Maintained patient charts and confidential files., prepare statistical reports for senior management,

transcribe diagnostic reports, prepare weekly staffing assignments, coordinate calendars and meetings, involvement in interviewing new-

hires, organize general staff meetings to provide information to all levels of workforce, in addition to minute taking, prepare special handling

reports, provide performance evaluations for all clerical staff, and prepare invoices from outside facilities. Prepared for HIPAA and JCAHO

reviews, ensuring required brochures and pamphlets were available to patients in all clinics.

Education and Training

Bachelor of Science

:

Nursing

,

2016

California State University, Northridge

i¹/₄

City
,
State
,
USA
Attendance: 2014-Current
3.56 GPA
Associate of Science
:
Nursing

,
2015
College of the Canyons
i¼
City
,
State

,
USA
GPA:
GPA: 3.77
Registered Nursing
Attendance: July, 2008-Current
GPA: 3.68
Functional Experience
Completed 320 hours of clinical work
Recorded patients' medical history, vital statistics and test results in medical records.
Monitored post-op vitals, fluids, reviewed post-op orders and orient patients to unit.
Assisted patients with healing and recovery after surgery.
Provided education to patients on detox and withdrawal, medications, addiction, recovery,
coping skills and community resources.Provided necessary health education training for
patients.
Provided behavioral/emotional support and supervision for those with dementia,
Alzheimer's, schizophrenia and suicidal ideation.
Assisted patients with multiple chronic diagnoses including COPD and asthma.Evaluated
patient care needs, prioritized treatment and
maintained patient flow.
Tested glucose and administered injections.
Monitored patient's respiration activity, blood pressure and blood glucose levels in
response to medical administration.
Assisted patients with bathing, dressing, daily hygiene care and grooming.
Patient Advocacy
Explained treatment procedures, medication risks, special diets and physician instructions
to patients.

Skills
Healthcare:
Â
Sound, ethical and independent decision-making ability consistent with medical protocols,
Patient advocacy, Post-operative care, MedicalSurgical experience, Mental Health experience, Operating room experience, patient
education, Glucose monitoring, Strong assessment skills

People skills
: Great bedside manner, Enthusiastic people person, Advanced problem-solving, Great
organizational skills

Clerical:
Administrative support, Balance, Bookkeeping, Clerical, Closing, credit, Customer Service,
Dun, Senior management, Imaging,
Mainframe, Medical Billing, Medical Transcription, Minute taking, Excel, Outlook,

PowerPoint, 2000, MS Word, Nursing, progress, RIS, SAP,
Scheduling, Staffing, Supervisor, Symposium, Phones, Transcription, Type 72wpm