

Personal Care Assistant (PCA) Personal Care Assistant (PCA) Personal Care Assistant (PCA) - Stavros Center for Independent Living Holliston, MA Work Experience Personal Care Assistant (PCA) Stavros Center for Independent Living - Amherst, MA November 2012 to Present Provide assistance necessary for daily living Clean residence and complete daily chores Provide transportation to appointments and shopping Information Services Database Administrator Intern Pediatric Physicians' Org. at Children's Hospital - Boston, MA February 2019 to May 2019 Assisted with the conversion of data from EHR systems into Epic Worked closely with application team to determine the business needs for data conversions, document the requirements, and configure the interfaces Helped diagnose and resolve data-related issues Electronics Technician United States Navy - Groton, CT February 1992 to February 2012 - Submarine Fleet Supervised and trained personnel in maintenance, repair procedures and electrical theory. Improved existing network conditions and implemented stringent measures to advance overall network security resulting in system wide policy changes. Troubleshoot and repaired electrical and electronic issues of equipment. Interpreted wiring diagrams. Installed and set up desktop PCs and troubleshoot hardware and software issues. Understand lock-out tag-out system. Maintained phone systems, cable TV, and navigations systems. Given top secret clearance & received multiple service awards. Education Bachelor of Science degree in Health Information Technology Benjamin Franklin Institute of Technology - Boston, MA May 2019 Associate in Computer Network Systems in Computer Network Systems ITT Technical Institute - Norwood, MA May 2015 Skills Database, Sql, Sql queries, Database development, Ehr, Epic, Active directory, Networking, Coding, System security, Medical coding, Risk management, Pharmacology, Windows xp Assessments Electronic Medical Records Knowledge Familiar August 2019 Measures a candidate s knowledge of EMR data and associated privacy regulations, as well as best practices for EMR use. Full results: [https://share.indeedassessments.com/share\\_assignment/cmnn-swr-1ixhubo](https://share.indeedassessments.com/share_assignment/cmnn-swr-1ixhubo) Verbal Communication Proficient August 2019 Speaking clearly, correctly, and concisely. Full results: [https://share.indeedassessments.com/share\\_assignment/53spmajouy9wcah](https://share.indeedassessments.com/share_assignment/53spmajouy9wcah) Indeed Assessments provides skills tests that are not indicative of a license or certification, or continued development in

any professional field. Additional Information SUMMARY OF SKILLS Proficient in installation, configuration and troubleshooting Knowledge of Windows XP/7/8/10 Experience with active directory installation/administration and client-serve administration Skilled in networking and database development Able to analyze and retrieve data with SQL queries Familiar with network & system security, risk management, vulnerability management Trained in EHR: Epic & Vista Relevant coursework includes: medical coding, communication & classification, anatomy & physiology, pathophysiology & pharmacology

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