**Adan A. Navejas-Gallegos**

4304 W 9th St N • Wichita, Ks 67212

316.925.0404 • adann44@gmail.com

**Education** ***Butler Community College***El Dorado, Kansas 2017- present Web Development AAS

***WSU Tech*** Wichita, Kansas 2017

Nurse Aide/ Medication Aide Certification

**Allied Health Career Training** Wichita, Kansas 2018

Certified Phlebotomist

**Work Experience**

*International Translations Services LLC.* *Wichita, KS April 2019 – Present*

***Spanish Medical Interpreter***

* Attend medical appointments for Spanish speaking clients.
* Be professional liaison between the client and other parties involved in appointments.
* Protect patient’s rights and privacy via HIPPA regulations.
* Interpret information from medical staff to patients precisely.

*Regent Park Rehabilitation and Healthcare Wichita, KS June 2017 – April 2019*

**Certified Nurse Aide/Medication Aide Preceptor**

* Assist licensed nurses administer prescribed medications.
* Maintain inventory of narcotic medications.
* Monitor patient and report any changes to charge nurse.
* Contact Pharmacy for prescription refills/returns.
* Train Student nurse aide and medication aides from local schools for clinical hours.

*CVS/Pharmacy Wichita, KS December 2016 – Aug 2017*

***Cashier Clerk RX***

* Greet customers and help locate items.
* Collect payment and scan items.
* Maintain store inventory.
* Unbox product crates from truck.
* Process payments and Insurance cards for Pharmacy.
* Redeem coupons and discounts.
* Provide customer support.

*Via Christi St Francis Wichita, KS October 2013 – May 2017*

**Assistant Volunteer Coordinator**

* Recruit volunteers for Via Christi Hospitals throughout Wichita.
* Educate/train volunteers over the importance of hand hygiene and HIPPA regulations.
* Attend monthly Volunteer Council meetings.
* Organize attendance and document meeting discussions.