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| **Candice Green** | | |
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| 913-219-7841 c | 971-533-8448 h | | |
| candicegreen1221@gmail.com | | |
| Summary | **Highly motivated**, **fast learner** seeking to make a change. 11 years of **experience** working in a field that is **customer service** based. **Liberal Arts Degree**. Duties included accurate **log keeping** for hospital records as well as for insurance companies. Preformed **scheduled maintenance** on equipment in a timely manner to maintain **government compliance**. Duties also included **organizing** and **maintaining inventory** of medical supplies for the department. Worked closely with **patients** as well as patient **families** to ensure their needs were met and trained on self-care if they were going home. This also included working closely with **administration** and home care companies to see that everything the patient required for home was taken care of. In the private sector was in charge of **maintaining accurate records** for supplies to ensure patient needs were met as well as accurate spending. | |
| Profile | * Strong **interpersonal** skills with **customer service** orientation. * **Goal-oriented** with a keen **attention to detail** * **Organized** and **self-motivated problem solver** * Proven ability to work in a **team** environment | |
| Relevant Experience & Accomplishments | | |
| Skills | * **Proficient in MS Word, and Excel** * **Accurate Record Keeping** * **Works well with others** * **BLS Certified** | |
| Education | **Concorde Career College**  Certification/ Registry Programs | **2001** |
|  | **Metropolitan Community College**  A.A. Liberal Arts | **2012** |

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| Employment |  |
| RDD Trust | 12/08 - 08/12 |
| *Private Duty Healthcare,* Shawnee Mission, KS  * Worked with **Case Management** to help ensure patient needs were met. * Accurately **documented patient trends** in health. * Accurately **documented equipment maintenance** log. * Accurately **documented** equipment and oxygen **delivery**. * Worked with **medical supply** company and **oxygen supplier** to ensure inventory levels were maintained. * Worked in **cooperation** with **doctors**, **nurses** and other **staff** to ensure patient care and satisfaction. * Provided patient care | |
| Specialty Hospital of Mid-America | 12/03 - 08/11 |
| *Skilled Nursing Facility,* Overland Park, KS  * Rotation as on-call **management**. * Worked in **cooperation** with **case management** to help ensure patient needs were met. * Worked in **cooperation** with **home care companies** to ensure that patient needs would be met once they returned home. * Worked in **cooperation** with **doctors**, **nurses** and other **staff** to ensure patient care, recovery and satisfaction. * Accurately **documented** **patient care** in their records. * Accurately **documented** equipment **maintenance** in log. * Accurately documented **supply order** in log book to ensure equipment and supply needs for department were met. * Worked in cooperation with the **supply** department to ensure appropriate supplies were ordered. * Accurately **documented** patient care success. * Worked directly with patient families to **educate** and to **facilitate** recovery. * Provided patient care. | |
| Saint Joseph Medical Center | 07/07 - 11/08 |
| *Hospital,* Kansas City, MO  * Worked in **cooperation** with doctors, nurses and other staff to ensure patient care. * Accurately **documented** patient care in **records**. * Accurately documented **scheduled maintenance** to equipment in **logs**. * Provided patient care | |