

ROVE DE LA CRUZ

Elk Grove, CA
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SUMMARY

Detailed-oriented Medical Assistant with experience in clinical and administrative tasks. Proficient in taking patient vitals, blood draws, and administering parenteral medications. Skilled in assisting with examinations, managing medical records, and scheduling appointments. Dedicated to improving patient care and providing strong support to healthcare teams.

EDUCATION

Medical Assistant Program

Unitek College | Sacramento, CA
July 2024 – Mar 2025

SKILLS

- Throat cultures
- Diagnostic testing
- Electronic medical records
- HCT/HGB
- MS Word and PowerPoint
- Injection IM, SC, ID
- Room and tray set up
- Vision/ Hearing test
- Glucose monitoring
- EKG
- Privacy/HIPAA regulations
- Patient care and safety
- Sanitation, sterilization, decontamination
- Scheduling
- Urinalysis, stool sample collection
- Vitals: BP, P, T, O2, Height and weight
- Ear/ eye irrigation
- Autoclave/ surgical instruments
- Universal precautions
- Blood draws
- Wound care
- Communication
- Creativity
- Time management
- Leadership

CERTIFICATIONS

- Blood Borne Pathogen 4/2025
- CPR Certification Exp. 01/2027
- HIPAA Certificate 4/2025
- Phlebotomy Certificate 4/2025
- ECG Certificate 4/2025

WORK EXPERIENCE

Externship | 160 Hours | March 2025

Kaiser South Sacramento | Sacramento, CA

- Leadership responsibilities for her team.
- Assisted 40 patients a day | Time Management.
- Patient check ins and vitals | Health connect
- Restock supplies
- Pick medications up from Pharmacy as needed.
- Prepared the rooms for patients.
- Assisted the nurses with all patients.
- Monitored for patient reactions.

Dietary Aide | Capital Post Acute | Sacramento, CA Nov 2024 - Feb 2025

- Meal preparation and service within a healthcare setting.
- Assessed patient meal preferences and dietary needs.
- Maintained cleanliness in food service areas and supported menu planning and inventory management.

Proprietor/ Senior Planner and Stylist

CREL Events | Siquijor, Philippines
May 2012 – April 2024

- Over 13 years of experience with coordinating weddings, and events.
- Managed timelines, suppliers, and logistics to ensure exceptional guest experiences.
- Created environments that reflect the clients' visions while effectively managing vendor relationships and budgets.

AWARDS

Dean's List with Distinction

Unitek College
July 2024 – March 2025

Excellent Attendance

Unitek College
July 2024 – March 2025