Objective

**Now you can upload your resume directly to** [**Monster**](http://www.monster.com/)**using Word 2007!**

1. [Install Monster’s Easy Submit](http://www.monster.com/MonsterResumeEasySubmit/Install/) add-in by clicking the “Install” icon on the menu ribbon.
2. Once installation is complete, **restart Word.**
3. Click on the “Upload” icon to upload your resume to Monster.

For any issues or questions, please visit the[Easy Submit installation support page](http://r.office.microsoft.com/r/rlidEasySubmitHelp?clid=en-US).

**To close this reminder, click the border and then press DELETE.**

Seeking for challenging role as a **Healthcare Nurse** with 17 years of diverse experience where my skills and knowledge can be utilized effectively.

Profile

Motivated, personable medical professional with a college degree. Diplomatic and tactful with professionals and non-professionals at all levels. Accustomed to handling sensitive confidential records. Strong background in healthcare, quality ad durance, accreditation and training.

Flexible and versatile – able to maintain a sense of humor under pressure. Poised and competent with demonstrated ability to easily transcend cultural differences. Thrive in deadline-driven environments. Excellent team-building skills.

Skills Summary

|  |  |  |
| --- | --- | --- |
| * Office Management * Report Preparation * Client Relations * Provider Relations | * Phlebotomy * Assessment * Scheduling * Immunations | * Medical Billing * Triage * Front-Office Operations * Wound Care |

Professional Experience

## **Management and administation**

* Excellent communication and interpersonal skills, comfortable interacting with physicians, insurance companies, and patients.
* Knowledge and medical billing/coding JCAHO requirements, for a physician office.
* Created, maintained, coded and charged patient accounts.
* Support and facilitated residence-in-training.
* Communicate medical concepts to patients using layman’s terms to facilitate understanding.
* Scheduled appointment using multi-line telephone, accurate messaging.
* Oversee front-office operations and provide impeccable customer service:

## **clinical**

* Manage all aspects of day-to-day operations in a multi-physicians practice.
  + Maintenance of clinical department samples, medical supplies, patient information.
  + Administer medical per MD orders and responds to medication request per practice protocol.
  + Assess and triage patient’s and prioritized care.
  + Knowledge of a wide range of medical disorders/conditions and disease processes.
  + Created and managed a flu-clinic with an average of 75-100 patients per day with documentation.

Employment History

SOMERSET PEDIATRICS – Glastonbury, CT 2008-2009

**License Practical Nurse/Triage**

Grove Hill pediatrics-– New Britain, CT 2005-2007   
**License Practical Nurse**

Elim Park Baptist Home.-Cheshire, CT (License Practical Nurse) 2004-2005

Middlesex Medical Associates –Walk- In- Middletown, CT (Medical Assistant)2000-2002

community Health Center- Meriden, CT (Senior Medical Reception/Assistant) 1994-2000

Education

NEW ENGLAND TECHNICAL INSTITUTE–New Britain, CT 2005

**License Practical Nurse**

Brairwood College–Southington, CT  
**Associate’s Degree in Science** 1996

**Majo**r: **Executive Medical Secretary/Assistant**

**AWARDS/CERTIFACTION\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**ABOVE AND BEYOND**

Recognition of Strengths, Perseverance, Dedication and Personal Fortitude 2005

EMERGENCY RESPONDER

**CPR/AED/First Aid- Adult/Child/Infant** 2010-2012