

# **SHUNTIA REED**

## **MEDICAL ASSISTANT**

## **DIALYSIS TECHNICIAN**

## **UNIT SECRETARY**

205 Dove Rd Jacksonville Ark, 72076 • (501)501-541-7047 • woodsshuntia@yahoo.com

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### **SUMMARY**

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Dedicated, skilled MA with a broad range of healthcare experience. Background in front office, acute and long-term care with some experience in sterilization techniques, and specimen collection and handling. Self-motivated professional committed to providing quality nursing care.

### **SKILLS/EXPIERENCE**

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- ❖ Flexible, quick learner who adapts easily to new situations and enjoys a challenge
- ❖ Quality direct and indirect support while maintaining professionalism
- ❖ Good problem solving ability and analytic skill to solve the problem efficiently
- ❖ Patient Care and Personal Hygiene alone with the ability to Assist and/or instruct patient as needed
- ❖ Team leader with excellent interaction skill to coordinate and work within a team
- ❖ Strong Organizational and Communication skills both orally and in writing
- ❖ Basic Office Computer Skills such as data entry, calendar and scheduling programs, database, spreadsheet, word processing, e-mail and desktop publishing applications
- ❖ General Office Skills including the ability to file, make photocopies, post outgoing mail, sort and distribute incoming mail, sign for deliveries and send faxes
- ❖ Take detailed phone messages and keep accurate paper and electronic records

### **CERTIFICATIONS**

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Basic Life Support

2015

### **EDUCATION**

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Stuttgart High School, Stuttgart, AR

May 2003

❖ *High School Diploma*

Remington College, Little Rock, AR

February 2006 -Nov 2006

❖ *Medical Assisting Diploma*

Pulaski Technical College , Little Rock, AR

Aug. 2016

❖ *General education courses*

## WORK HISTORY

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Davita Dialysis	Dialysis Tech	Oct.2016 (current position)
❖ <i>Operating the machines and monitoring the patients undergoing treatment</i>		
North Metro Medical Center	Unit Secretary in ICU	Mar. 2014 - Oct. 2016
❖ <i>Administrative duties</i>		
❖ <i>Clerical duties</i>		
Arkansas Children's Hospital	Medical Assistant	Feb. 2012 - Jan. 2014
❖ <i>Surgical Department Support</i>		
❖ <i>Transported and Monitored children with behavioral health disorders</i>		
Baptist Health Rehabilitation Institute	Medical Assistant	Jun. 2009 - Nov. 2011
❖ <i>ADL care experience</i>		
❖ <i>Patient Care and Hygiene</i>		
University of Arkansas for Medical Sciences	Medical Assistant	Feb. 2007 - Feb. 2009
❖ <i>Performed Bone Marrow and Aspiration Procedure</i>		

## REFERENCES

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Available upon request