

San Juanita Martinez

Bilingual

Hutchins, TX

jaynemt@gmail.com

4698560061

Hard working, dependable, team player looking to gain and use my experience. Always open to learning new things.

Authorized to work in the US for any employer

Work Experience

Audio/Video Interpreter

Stratus Video - Dallas, TX

November 2017 to Present

Provide effective audio interpreting service for consumers, convey the information heard in a professional manner adhering to all rules and regulations to protect patient privacy, multi task, work computer programs to be able to look up medical terminology, take notes, interpret everything heard with omitting or adding words.

Unit Technician

Parkland Health & Hospital System - Dallas, TX

June 2017 to October 2017

Provide patient care, stock inventory, restock exam rooms and supply room, clean and prepare exam room, sanitize instruments, prepare and assist in set ups for special procedures, answer phones, open and close front office and exam rooms, schedule and reschedule appointments, check missing orders, close charges, send reminder letters, transport blood specimen to lab.

Interpreter/Family Advocate

Sage Care Therapy - Dallas, TX

June 2014 to June 2016

Responsible for converting from English to Spanish and Spanish to English in person and over the phone. Engage with pediatric patient/ parent in a loving and caring manner while maintaining professionalism. Coordinate initial evaluations, re-evaluations and regular routine visit appointments for Therapists. Set-up and complete admission forms for first time patients. Perform clerical and general office duties as needed. Translate documents as needed. Perform other duties as assigned. Travel to patients homes in personal vehicle. Explain and address any questions or concerns parents may have. Explain goals and therapy procedures while assessing parents understanding, educating parents on progress of child, delays and improvements.

Interpreter and Translator

Care Options For Kids - Dallas, TX

July 2012 to July 2014

Travel to patients home with therapist and interpret from English/ Spanish

simultaneously between therapist and patient, translate written orders for parents, explain treatment, progress and concerns from both therapist and patient and confirm appointments. Assist in Admissions and Evaluations and Re-Evaluations.

Property Manager/Leasing Agent

Kingsley Management Corp - Hutchins, TX

May 2010 to April 2012

Greet clients, answer phones, schedule appointments, update and maintain client files interpret for staff and clients while maintaining client confidentiality, general office duties: faxing, scanning, e-mailing, ordering and stocking office supplies ,prepare monthly invoices, receive and post payments, access late fees, review delinquent accounts daily and determine appropriate action needed to resolve account, customer complaints and concerns in a timely manner prepare and translate sales contracts and eviction papers while assuring understanding.

Front Office/Medical Assistant

Heidi Group - Dallas, TX

October 2009 to April 2010

Conduct medical and general interpreting for staff while maintaining patient confidentiality prepare patient charts, post and receive payments and determine patient eligibility, answer multi line phone, direct calls, schedule appointments, referrals, and medical procedures prepare exam rooms before and after use, prepare and set up exam trays, assist patients, vital signs, hematocrits, urinalysis, venipuncture and glucose tolerance, patient education from English/Spanish while accessing patients understanding of the information conveyed

Home Health Aide

Angels Home Health Agency - Cedar Hill, TX

September 2000 to September 2006

Transport patient to and from medical appointments, interpret between staff and patient during medical appointments, groom patient, prepare meals, vital signs, change sterile dressing, administer B-12 shots, give oral medication, maintain patient engaged in daily exercises and activities, document patient's condition, progress and observations daily.

Education

Medical Assistant

PCI Health Training Center - Dallas, TX

2009 to 2010

Skills

Customer Service, 45 wpm, Excel, Power Point

Certifications/Licenses

Medical Assistant

December 2009 to Present

CPR/AED

July 2017 to July 2019