

JESSICA DUNN

DeSoto, Tx , C: 4693370737 | jessicadunnpink@yahoo.com

SUMMARY

- Adaptable medical assistant excited to take next step with challenging Emergency Department Tech position.
- Offering 3+-year background in indirect and direct patient care within clinical settings.
- Proficient and polite Patient Registrar dedicated to offering excellent customer service and administrative support.
- Skilled in ensuring timely patient processing through effective communication and staff coordination. Competent in scheduling, record keeping, and insurance processing.
- Talented medical assistant adept at handling the medical and personal needs of patients with a focused and compassionate mentality. Proven skills in updating case and progress information in computer system and directly to healthcare staff and family members.

SKILLS

- Medication administration expert
- Maintaining records
- Mobility assistance
- Strong clinical judgment
- Extensive medical terminology knowledge
- Clinical training
- Basic Life Support Certification
- Setting appointments
- Flow sheet charting
- Medical coding capability
- Feeding assistance specialist

EXPERIENCE

08/2018 to Current

Caregiver

Assisting Hands — Dallas , Texas

- Assisted disabled individuals to foster independence while still closely monitoring safety.
- Developed strong and trusting rapport with each client to facilitate best care possible.
- Administered all necessary medications as directed by care plan.
- Supervised frequent activities such as medication and personal hygiene to ensure safety.
- Provided basic care for elderly patient, including scheduling appointments and managing finances and legal matters.
- Maintained a clean and well-organized environment to promote client happiness and safety.
- Engaged client in physical and mental activities to sustain quality of life.

10/2016 to 02/2017

Certified Medical Assistant

Covenant Pediatric Clinic — Waterloo, IA

- Administered, directed and coordinated the activities of the agency.

- Ensured quality patient care from admission to discharge through direct supervision of all nursing and ancillary staff.
- Recorded patients' medical history, vital statistics and test results in medical records.
- Ensured the accuracy of public information and materials.
- Prepared for HIPAA and JCAHO reviews, ensuring required brochures and pamphlets were available to patients in all clinics.
- Jumped in to fill gaps for on call rotation when necessary.

08/2018 to Current

Caregiver

Assisting Hands — Dallas , Texas

- Assisted disabled individuals to foster independence while still closely monitoring safety.
- Developed strong and trusting rapport with each client to facilitate best care possible.
- Administered all necessary medications as directed by care plan.
- Supervised frequent activities such as medication and personal hygiene to ensure safety.
- Provided basic care for elderly patient, including scheduling appointments and managing finances and legal matters.
- Maintained a clean and well-organized environment to promote client happiness and safety.
- Engaged client in physical and mental activities to sustain quality of life.

EDUCATION AND TRAINING

2016

Certificate : Medical Assistant

Everest College — Arlington , Tx