

7126 Harold walker  
Dallas, TX 75241  
214-505-9989  
Ms.s.edwards@live.com

# SHAWNA EDWARDS

## OBJECTIVE

---

Seeking a challenging position as a Certified nursing assistant or Phlebotomy technician. Where I can utilize the skills that I have learned. I would like a position that would allow me to expand my professional skills and gain valuable experience while I further my education to become a Registered Nurse.

## FUNCTIONAL SUMMARY

---

Highly motivated CNA with a compassionate nature and an eagerness to help other and to learn new skills. Ten years of experience in customer service and prior supervisory skills, self-motivated, proficient in organizational skills. Five years experience in blood draw, and specimen collection.

## EMPLOYMENT

---

Methodist Medical Center of Dallas 07/11 to present  
1441 N. Beckley Ave Dallas, TX 75265  
(Clinical Secretary/Patient Care Tech) Admit patient to unit, filling patient records and basic front desk duties. Check vital signs, collect blood samples through venipuncture and finger sticks. Specimen collection and other assistance needed to the nurses.

Children's Medical Center 1935 Medical District Dr 7/07 to 7/11  
Dallas, TX 75235  
( Patient Care Tech) Check vital signs, insert NG-tubes and Foley catheters. Collect lab specimens, and assist the nurses.

Texas Oncology 3555 W. Wheatland Rd 4/02 to 7/07  
Dallas, TX 75237  
(Medical Receptionist II/ Medical Records) Manage front office, take vital Signs, check-in patients, schedule appointments and collect co pays. Pull charts for next day appointments, secure filling, make new patient charts. Handle release of information, process death certificates.

## EDUCATION

---

Cedar Valley Community College 1996-1998  
Texas Barber College 2001-2002  
Navarro Junior College 2009-2011  
El Centro Community College 2011-2014