Marsha McKinley-Brown

1325 Daja Lane #404

Grand Prairie, TX 75050

marsham202@gmail.com

Dear Office of Recruits:

This letter is to express my interest in discussing the position posted on your website. The opportunity presented in this listing is very appealing, and I believe that my experience and education will make me a competitive candidate for this position. The key strengths that I possess for success in this position include, but are not limited to, the following:

Provide exceptional contributions to patients and customer

Strive for continued excellence

Strong communication skills

I am a self-starter

I am eager to learn new things

You will find me to be well-spoken, energetic, confident, and personable, the type of person on whom your patients will rely. I also have a wide breadth of experience of the type that gives you the versatility to place me in a number of contexts with confidence that the level of excellence you expect will be met. Please see my resume for additional information on my experience.

I hope that you'll find my experience and interests intriguing enough to warrant a face-to-face meeting, as I am confident that I could provide value to you and your patients/customers as a member of your team.

I can be reached anytime via my cell phone, 501-257-0878. Thank you for your time and consideration. I look forward to speaking with you about this employment opportunity.

Sincerely,

Marsha McKinley-Brown

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# Objectives

To be a great asset to the company and to achieve all goals to make patients and staff satisfied. I will strive to accomplish all goals and more

# Professional Skills

Airway management, trach care, trach downsizing, ventilator weaning, assistance with bipap/cpap, monitoring/assisting with IPPB therapy, oxygen therapy, blow by, ABG analysis, IS, patient education/diversity, bronchodilator therapy, EKG testing

# Education

**University of Pulaski Technical College**Associate of Science Degree/Associate of Arts

Associate of Applied Science in Respiratory Therapy

CRT/RCP

**Experience**

**Medical Plus Supplies (DME)**

**Respiratory Therapist October 2017- Present**

* **Complete monthly checks on all respiratory equipment**
* **CPAP and BIPAP programming per Physicians orders**
* **Monitor all of patient needs and order equipment prn**
* **Document safety plan per patients**
* **Complete all respiratory orders**
* **Program Pulse oximeter monitor per physician orders**
* **Set up apnea monitoring as well as test equipment**
* **Perform equipment cleaning prn**
* **Perform monthly ventilator checks**
* **Maintain settings order by physician for Trilogy and LTV1150**
* **Assist with Trilogy and LTV1150 maintenance**
* **Assist nurse in patient needs (Suctioning and trach care)**
* **Update changes to therapy per Physicians orders**
* **Program ventilators per physician orders**
* **Complete mask fitting for vent and cpap patients**
* **Deliver home equipment**
* **Educate patients on home equipment usage**
* **Set up new orders**
* **Contact physicians to confirm changes in therapy**

**Mental Health Technician (PRN)**

**Green Oaks Hospital October 2016-present**

* **Vital Signs**
* **Assist patient with oxygen prn**
* **Assist in nebulizer treatments prn**
* **Pulse Oximeter**
* **Administer Oxygen**
* **Document nursing notes**
* **New admissions**
* **Transport patients on and off unit**
* **Document close observation of patients**
* **Transport blood and urine to lab**
* **Assist patients with toileting and diaper changing**
* **Group therapy**
* **Discharges**

**Behavioral Health Technician Supervisor**

**Methodist Family Psychiatric and Behavioral Health Hospital July 2013-October 2016**

* **Document patients behavior**
* **Administer medications**
* **Track medication per med log**
* **Administer Inhaler PRN**
* **Vital Signs**
* **Completed CPI Training (updated)**
* **CPR and First-Aid Certificate (updated)**
* **Residential Treatment Center**
* **New admissions**
* **Group Home/Emergency Shelter**
* **Complete Critical Incident Reports (CIR)**
* **Complete debriefing report per crisis intervention**
* **Emailing/Copying/Faxing**
* **Scanning documents**
* **Alternate Teaching Parent**
* **Prepare meals for clients**
* **Clean (kitchen/bathrooms)following clients chores**
* **Transport patients/clients by company van**
* **Driving**
* **Attend Staffing**
* **Billing and entry level medical coding**
* **Assist with audits and monthly reports**
* **Monitor group therapy sessions**
* **Complete paper work for new admissions**
* **Call in prescriptions to pharmacy**
* **Order medications**
* **Assist Drug/Alcohol Clients with treatment plan**
* **Transport women and children per manger request**
* **Document and score/rate substance abuse clients behavior**
* **Provide assistance of Activities of Daily Life (ADL)**
* **Complete helpdesk request**
* **Answer phones**

**Medlinc Staffing Agency**

**Respiratory Therapist/Mental health Technician**

* **Evaluate patients with respiratory conditions**
* **Recommend O2 therapy**
* **Follow respiratory protocols under the direction of the physician**
* **Perform ABG monitoring**
* **Nebulizer treatments**
* **Bronchodilator therapy**
* **CPT**
* **Suctioning**
* **IPPB**
* **Pep Therapy**
* **Incentive Spirometry**
* **Bipap/Cpap**
* **Mechanical Ventilator assistance/support**
* **Blow by oxygen**
* **Implement weaning**
* **Tracheotomy Care**

**Substitute Teaching/Secretary/Teacher Aide**

**North Little Rock School District August 2009-August 2013**

* **Alternative School (behavioral students)**
* **Report disturbances to campus security and local police**
* **Assist with learning needs of all adolescents**
* **Math Education**
* **Science Education**
* **English/ Language Arts**
* **K-6th grade and alternative school with all grades**
* **Answer Phones/Message**
* **Faxing/Filing/Scanning**
* **Special projects**
* **Volunteering**
* **Copying**
* **Faxing**

**Membership Processor Specialist/Administrator**

**Ark Blue Cross and Blue Shield September 2005– May 2009**

* Process applications for new customers
* Process applications for new businesses
* Shredding
* Filing/Scanning
* Mailing/Stamping
* Medical Billing
* Cashier
* Process Payments
* Compete documents for deposits
* Create ID cards for customers upon application approval
* Process renewals
* Emailing
* Faxing

# Skills

* 10 key typing
* Microsoft Office
* 40-45 words per min
* Alpha numeric entry
* Data entry
* Word processing
* Word excel
* 7,000 keystrokes

**Other Experience**

Clinical Experience 06/2010-01/2013: Arkansas Heart Hospital

University of Medical Science Hospital (UAMS)

White County Medical Center

Baptist Health Hospital