Emiliano Hurtado

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Objective:

Seeking a Challenging position as a BILINGUAL MEDICAL ASSISTANT , where being positive , eager to learn , and outgoing , would benefit office or unit . A positive outstanding office or unit where growth and long term potential are expected in order to endure the experience .

Education:

PCI Health Training Center Graduate 4.0 GPA

Dallas , TX

W. H. Adamson High School Graduate 3.5 GPA

Dallas , TX

Professional Experience:

Methodist Dallas Medical Center 2011-Present

Patient Care Technician at the Golden Cross Clinic , PRN on transplant unit in the hospital,

Tend to ill and injured individuals under the supervision of doctors , nurses and medical proffesionals , vital signs , collecting specimens performing catheterization and assiting patients with eating and personal hygienge.

H & R Block 1-1-09 – 4-15-12 Seasonal

Tax Professional managed multiple phone systems , while preparing numerous clients federal and state tax , whi;e utilizing company specifoc software and microsoft offfice products, I also provided excellent customer service , problem solving akills and assisted in audits.

Clinical Skills:

Phlebotomy Height / Wt Chief Complaint

Injections Hematocrit Charting

Vital signs Blood Smear Prgnancy Testing

Microscope CPR certified Glucose testing

Finger Sticks Visual Acuity Urinalysis

EKG Ear Lavage Bandaging

ESR First Aid Occult testing

Administrative skills:

OSHA Regulations HIPAA Guideness ICD- 9/CPT coding

Medical Ethics Medisoft Manual Pegboard

Scheduling Appointments Medical Terminology Blood Collections