Cornisha Wiggins

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OBJECTIVE: A highly dependable individual with a sound understanding of medical assistance and clerical tasks. Outstanding communication skills as well as excellent customer service acumen. Eager to obtain a position as a medical assistant at ABC Hospital.

SUMMARY OF QUALIFICATIONS

Reliable, honest and conscientious.Strong initiative and self-motivated.Maintain good working relations with co-workers .Extremely detail oriented and organized.Strong, positive effective communication skills

Knowledge of MS Word, MS Excel, MS Outlook,

RELEVANT EXPERIENCE

9/12/11- present Unit Secretary/ PCT Presbyterian Hospital Dallas Tx

Demonstrates proper performance of skills reflected and validated by the C.N.A. competency checklist. Assists the RN, LPN/LVN and other members of the clinical team in the care of the patient. Properly plans/organizes work for assigned shift to properly utilize time, resources, manpower, supplies to ensure patient receives appropriate quality care. Records, transmits and/or files written and verbal communications to, from, and within the nursing unit to staff, patients, and physicians.Schedules and signs patients in and out for surgery, treatments, or tests as indicated.Orders and stores unit supplies.Makes necessary phone calls for special orders for doctors patients or nurses.Maintains current and orderly chart files.Assembles patients’ charts for transfers or discharges.Answers telephone or intercom.Records and relays messages.Greets, directs, and instructs visitors as necessary.Assist physicians in locating patients’ charts and appropriate primary nurse.Prepare routine, confidential and/or special reports, documents and records.Assists with patient care/quality assurance audits.

4/12/2010-9/11/2011 Certified Nurses’ Aides Kindred Healthcare Hospital White Rock Dallas TX

I perform procedures to include simple wound care and dressing changes, measuring wounds, taking wound photos, and testing Assist office staff with order entry, retrieval and filing. Assist with data entry into computerized database I also recognize the limitations and functions only within those areas of competence when utilizing excellent good interpersonal relationships with co-workers, patients, visitors and physicians. Answer patients' call signals. Bathe, groom, shave, dress, and/or drape patients to prepare them for surgery, treatment, or examination. Clean rooms and change linens. Feed patients who are unable to feed themselves. Prepare, serve, and collect food trays. Provide patient care by supplying and emptying bedpans, applying dressings and supervising exercise routines. Provide patients with help walking, exercising, and moving in and out of bed. Transport patients to treatment units, using a wheelchair or stretcher. Turn and reposition bedridden patients, alone or with assistance, to prevent bedsores. Answer phones and direct visitors.. They are also typically responsible for taking inventory and ordering equipment as needed.Also worked in sterile processing working in a hospital setting where medical equipment is used. Collect specimens such as urine, feces, or sputum. Deliver messages, documents and specimens.

7/5/2011-2/15/2012 Patient Care Technician Parallon Workforce Management Solutions Irving Tx

Administration of oxygen via nasal cannula, or simple mask. Oral suctioning with Yankauer suction handle.Foley Catheter insertion including types of catheters, obtaining urine cultures, UTI's, intermittent catheterization.Ostomy care including ostomy and colostomy bags, skin care around stoma. Internal tube feedings: (Continuous and intermittent).. Blood Glucose Monitoring Wound and skin care.Accurate measurement and documentation of pressure ulcers.Non-sterile dressing changes.Discontinuing IV's. Assisting with Sterile Procedures and more...

11/16/2009-4/14/2010 CNA Autumn Leaves Nursing Center Dallas, TX

The Patient Care Assistant under supervision of Registered Nurse (RN) or Physician provides direct patient care by assisting RN in implementing plan of care to meet patient and family needs by maintaining clean and orderly work and patient care environment. Also assists in patient care, including examinations and procedures. Obtains and records patient vital signs, heights, weights, intake and output, and reports results and observations and assists patients with bathing and feeding.

6/62004-10/2/ 2009 Return Clerk/Order Puller/Lead Quill Corporation(Staples Company) Coppell Tx

Research and process Return, Credit and Debit documents in SAP an emphasis on accuracy, completeness of documentation, and adherence to company policy. Code all transactions with the proper reason code. Assess restocking fees and freight charges according to the Quill Return Goods Policy. Access internet websites for a multiple of responsibilities including: creating call tags, bill of ladings, and obtaining proof of deliveries. Special projects as assigned including but not limited to scanning documents for archiving, work monthly aging report to identify open issues. Rotate job functions to ensure knowledge of all areas of the department. Restock & rotate inventory. Perform cycle count & physical inventory. Process incoming mail and fill & deliver orders from inventory stock. People oriented with good communication skills and have stamina to stand on feet for extended periods. Operates handheld device to enter and update inventory data into inventory carts to assure proper replenishment of supplies. Providing customer service with receiving, quality control, shipping, stocking, order-filling and customer returns.Route freight using standard routings, arranging transportation as required, accomplishing bills of lading and other required shipping documentation.

EDUCATION

SAM HOUSTON HIGH SCHOOL Diploma

El Centro (Certified Nurse Aide)1998-2013

Collin College-2015- current

CPR Certified