Debra Duncan

2225 Spikes Street

Grand Prairie, Texas 75051, 214-949-9489 debraholmes23@yahoo.com

PROFILE: Detail oriented monitor tech with a solid backing in health care field. Excellent in a fast pace environment and completing projects within a timely manner. I have good customer service skills.

Education:

• HIGH SCHOOL: MANUAL ARTS HIGH

• LOS ANGELES, CALIFORNIA

• DRAUGHRON'S BUSINESS COLLEGE, DALLAS, TEXAS

WORK HISTORY:

UNIVERSITY GENERAL HOSPITAL 2005-2014

UNIT SECRETRY/MONITOR TECH MED SURG

TRANSCRIBE PHYSICIAN ORDERS, ANSWER PHONES AND INTERPRET HEART RHYTHMS, ASSIST NURSES AND DOCTORS

MEDICAL CENTER OF ARLINGTON, 2003-2007

UNIT SECRETARY/MONITOR TECH ON TELEMETRY UNIT

TRANSCRIBE PHYSICIAN ORDERS, ANSWER PHONES AND INTERPRET HEART

RHYTHMS, ASSIST NURSES AND DOCTORS

DALLAS SOUTHWEST HOSPITAL 1993-2003

UNIT SEVRETARY/MONITOR TECH ICU

TRANSCRIBE ORDERS AND ANSWER PHONES, ASSIST NURSES AND DOCTOR

ARLINGTON MEMORIAL HOSPITAL 1990-1993

UNIT SECRETARY/ OB

TRANSCRIBE ORDERS, ASSIST NURSES AND DOCTORS, MAINTAIN SUPPLIES FOR

UNIT

Select Specialty Hospital (current)

Unit Secretary

TRANSCRIBE ORDERS, ASSIST NURSES AND DOCTORS, MAINTAIN SUPPLIES, Answer phones, Patients call light, assist the nurses and doctors