Kandice Johnson

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Goal & Objective:

To obtain a position that will offer an opportunity to expand upon my current experience and knowledge; as well as growth as a professional that will help sustain a position with a prospective company.

Professional Profile:

* Experienced clerical professional with strong leadership and relationship-building skills; working with 15 years of experience in the hospital field; has helped with the developed understanding of the importance of client business requirement, diligence in completing task in a timely manner, close attention to details, quality customer service.
* The ability to quickly learn and master new systems and procedures, equally successful, in both team and self-directed settings, superior trouble-shooting skills, and proficiency in MS office applications (Word, Excel, Power Point, Access, Outlook, and Internet).

Experience

Texas Health Resource/ Labor & Delivery Unit Secretary –(Sept. 2001-Feb.2007), (June 2010- October 2017

Administrative assistant, Customer Service, Patient Care, Inpatient and Outpatient admission, receiving doctor orders, assisting Doctors & Nurses, Medical Records, Microsoft word, power point, excel, outlook Phlebotomy trained, Newborn Nursery care etc.

* **Texas Health Resource / Birth Registry (Mar. 2007- Aug. 2009)**

Birth Certificate, Medical Records, legal documents, Microsoft word, file clerical.

* **Texas Health Resource / Admission Specialist- (Aug.2009- June. 2010)**

Admission Specialist, Insurance, Financial Consult, Inpatient/Outpatient

Registry, Microsoft, Customer Service.

* **Brain Balance Clinic**

Teaching & assisting the children with Autism, Asperger’s, ADD, ADHD, and other developmental delays. This program is designed to help stimulate areas of the brain that are weak.

* **Promise House Youth Shelter 2018**

Intensive client care specialist are responsible for monitoring the youth, dispensing medication, & documenting behavioral changes.

* **Dallas CASA Volunteer/ 2014-current**

Court Appointed Special Advocate works with foster children & families, conducting court reports, monthly home visits, school visit, & doctors visits. Working closely with Judges, D.A, Caseworkers, & Attorney.

Training

* LCNA, BLS, Trained Phlebotomy
* BLS
* Trained Phlebotomy
* CASA Advocate
* Court Reports

***Education***

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| **St. Augustine Catholic High School (1999)**  High School Diploma (received)  **Purdue University- (2014-2016)**  Associate Degree Human Services (received)  **Purdue University** **(2016-2018)**  Bachelor of Science in Psychology with concentration in Applied Behavior Analyst  (received)  **Reference:**  Elmyra Smith, M.A  682-717-4020  Gail Tucker, RN  817-433-2200 |  |
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