Deloris Rettig

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Henderson, Texas 75654  
214-842-2020

I am seeking a position in a health care environment that provides quality care. I desire to gain more knowledge and new experiences in the patient care setting with our growing diverse population.  
  
**Education:**August 1972-May 1976-Lincoln High School (Dallas, Texas)  
August 1976-January 1978-Texas Southern University (Houston, Texas)

**Certificates:**

June 1981-December 1981-Medical Assistant-Texas College of Medical and Dental Careers  
  
**Experience:**

Parkland Health and Hospital System Dallas, TX

**Unit Technician July 2010-present**

Coordinates patient care and clerical needs by acting as the primary contact for the unit, while assisting and responding to information requests from doctors, nurses, patients, patient families, and others. Insert and discontinue foley catheters; discontinue IVs; perform venipunctures, glucose levels, answer phone lines; respond to patient call lights, chart medical data via EPIC system, monitor infants abductor system (Tot Guard) and any other delegated tasks.  
  
Parkland Health and Hospital System Dallas, TX

**Health Unit Coordinator April 1985-July 2010**

Coordinated unit activities and supported patient services by preparing and processing patient documents, providing supplies, relaying status information, and other communications for doctors, nurses, patients, and patient families to facilitate the effective operation of the unit.