**BARBARA MORGAN**

(682) 622-1873 Cell ♦ bhenry6943@gmail.com

UNIT SECRETARY

***Reliable, service-focused nursing professional*** with excellent patient-care and charting skills gained through 17 years’ experience as a CNA. Seeking to obtain a position as a Unit Secretary where I can contribute my acquired knowledge of administrative work to a progressive institution. Experience in assisting doctors and nurses with day-to-day operations. Demonstrated ability to perform basic and some specific computer operations and a good command over diverse clerical task. Compassionate and technically skilled in attending to patients in diverse healthcare settings. Established record of reliability and creating positive rapport with patients, family, and staff. Patient and highly compassionate.

**KEY SKILLS**

|  |  |  |
| --- | --- | --- |
| * CPR/First Aid Certified | * Assessments and Vitals | * Team Player |
| * Patient-Focused Care | * Medication Administration | * Adaptable |
| * Documentation & Charting | * Computer Proficiency | * Trustworthy |

**PROFESSIONAL EXPERIENCE**

**WALMART, Desoto, TX Nov. 2017-Present**

**Customer Service Associate**

Responsible for maintaining up-to-date knowledge of store policies regarding payments, returns and exchanges. Proven ability to work with a team. Perform cashier duties, product assistance and cleaning. Manage a wide variety of customer service and administrative tasks to resolve customer issues quickly and efficiently.

**BAYLOR SCOTT & WHITE MEDICAL CENTER-SUNNYVALE, Sunnyvale, TX Oct. 2012-Aug. 2018**

**Patient Care Technician/Unit Secretary**

Performed maintenance and organization patient records, as well as breakdown of medical charts for record keeping.

Performed various administrative duties such as data entry, answering phones, and filing. Monitored patients’ vital signs (i.e. blood pressure, pulse, etc.) Tested and recorded blood glucose levels. Assisted patients with bathing, oral hygiene, grooming, feeding and elimination. Established customer relationships with internal staff, patients, and healthcare providers to facilitate qualitative patient care.

**SELECT SPECIALITY HOSPITAL, Dallas, TX Sept. 2014-May 2017**

**Patient Care Technician**

Assist patients with basic nurse care practices. Documented objective data and routine aspects of patient care. Offered patient comfort and emotional support. Maintain safety and privacy of patients. Collected patient specimens and data, including vital signs, input/output and other delegated measurements. Answered patient calls for care and feeding.

**KINDRED HEALTHCARE REHABILITATION, Grapevine, TX March 2012-Oct. 2012**

**Certified Nurse Assistant**

Monitored vital signs. Assisted with patient transfer and ambulation. Assist patients with activities of daily living including helping with meals, transferring using assistive devices, bathing, dressing and grooming. Provided high-quality patient care as an in-demand per-diem CNA. Displayed strong clinical skills in assessing vital signs, performing lab draws and glucose checks, and providing pre- and post-operative care.

**EDUCATION/CERTIFICATIONS**

**DALLAS COUNTY COMMUNITY COLLEGE -EL CENTRO –** Dallas, TX

**Associate Degree, Surgical Technician,** currently in progress

**NEW BEGINNING CHRISTIAN ACADEMY** – Fort Worth, TX

**Diploma, 2016**

* Certified Nurses Aide, 1997
* Basic Cardiac Life Support (BCLS) Certification
* CPR/First Aid Certification