Kischia Leflore

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**Objective: To gain employment in a fast paced environment, where I can serve as a resource while utilizing the entirety of my skill set to benefit my coworkers. I am always seeking learning opportunities and experiences to work towards advancement.**

**Summary of Experience**

**Coordinated with staff to provide comprehensive care of patient’s while maintaining an organized workplace to enhance efficiency.**

**Highlights**

Microsoft Office proficiency:

* + Microsoft Word
  + Microsoft Excel
  + Microsoft Power point
  + Keyboard 60wpm
  + Office Machines

**Experience**

**Forest Park Medical Center Dallas, TX** 10/2011-10-2014

**Unit Secretary**

* Facsimiles, scanning documents, and general office organization.
* Assisting Nurses and ancillary staff to coordinate effective patient care
* Supply Requisitions
* Call management
* **Order entry assistance**

**Baylor Medical Center Waxahachie, TX 01/ 2011 to 11/2011**

**Unit Secretary/PCT**

* **Assist with Dr.’s orders, copying charts.**
* **Provided consults and patients transfers.**
* **Answered multi-lines for patient calls, and provided overall general customer service.**

**Medical City Dallas Hospital Dallas, TX 03/2009 to 11/ 2010**

**Patient Care Technician**

* Patient Care
* Medication Administration
* Vital Signs
* Blood glucose monitoring
* Patient assistance with activities of daily living

**Presbyterian Hospital of Dallas, TX 03/ 2007 to 12/2008**

**Patient Care Technician**

* **Vital Signs**
* **Blood glucose monitoring**
* **Patient assistance with activities of daily living**

**Center for Neuro Skills Irving, TX 12/2006 to 01/2007**

**Certified Nurse Aide**

* **Assisted Brain Injured clients with activities of daily living**

**St. Margaret’s Nursing Homes New Orleans, LA 11/ 2003 to 08/2005**

**Certified Nursing Home**

* **Assisted residents with activities of daily living, provided patient care for daily assist needs.**

**Education**

St Mary’s High school New Orleans, La 1995-1996

Delgado Community College New Orleans, LA 2005