**Tyeese S. Mckay**

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[214-998-7479](tel:214-998-7479" \t "_blank) \* [tyeesemckay91@gmail.com](mailto:tyeesemckay91@gmail.com)

**OBJECTIVE**

Competent and detail-oriented certified medical assistant with over 5 years of professional experience in both clinical and administrative roles.

**CERTIFICATION**

* American Association of Medical Assistants (AAMA) - Certified Medical Assistant since 2012
* American Heart Association – Healthcare Provider BLS (CPR) Certified

**Work History**

**Parkland Health & Hospital Systems,** Dallas, TXNov 2013- Present

*Medical Assistant (OR Prep/Recovery)*

* Assists in care of patients by preparing exam rooms for patient care, facilitating use of diagnostic equipment, and ensuring availability of needed patient information, such as reports of diagnostic exams and medical records.
* Serves as preceptor and resource for newly-hired medical assistants by actively participating in their integration and assimilation into the department.
* Perform electrocardiogram and venipuncture according to policies and procedures.
* Collect, record, and report patient vital signs electronically.
* Call and confirm scheduled appointments.

**LifeNet Community Behavioral HealthCare**, Dallas, TX [Jan 2012 – Nov 2013](tel:1%2F2012%20%E2%80%93%2011%2F2012)

*Medical Assistant*

* Prepared and administered injections and med refills as directed by a physician.
* Recorded patients' medical history, vital statistics and information such as test results in medical records.
* Maintained a safe, secure, and healthy work environment by establishing and following standards and procedures; complying with legal regulations.
* Secured patient information and maintains patient confidence by completing and safeguarding medical records; completing diagnostic coding and procedure coding; keeping patient information confidential.

**Healthcare Parking Systems of America**, Dallas, TX Aug 2011 – Jan 2012

*Service Clerk*

* Explained parking rates and retrieval procedures to guests upon arrival according to company policies and procedures.
* Interacted with all guests, co-workers, and clients with a pleasant, friendly and professional demeanor.
* Upheld a close liaison with the supervisor regarding all aspects of the day-to-day operation, advising the supervisor of any problems encountered or anticipated which should be discussed and resolved.

**Education**

**Everest College**, Dallas, TX

*Associate Degree in Applied Science 2012*

**Skyline High School**, Dallas, TX

*High School Diploma 2009*

**COMMITTEES**

* Unit Based Council – OR Prep Recovery