**Laura Judie**

3037 Santa Rosa Drive, Glenn Heights, TX 75154

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**Professional Summary**

Reliable individual desirous of work as a Medical Office Assistant, aiming to build on clinical, administrative and communicative skills. I have over 6 years of patient care and 3.5 years of medical office management.

**Skills Highlights**

* Strong organizational skills
* Customer Service
* Active listening skills
* Data Collection/Entry
* Sharp problem solver
* Documentation
* Energetic work attitude
* Filing/ Scheduling
* Adaptive team player
* Microsoft softwares “Ex:Word/ Excel”

**Professional Experiences**

**Patient Provider**

August 2011-August 2014

**At Home Health Care**

419 South Beckham Ave

903-597-7700

**Patient Provider**

October 2012-June 2014

**Jordan Health Services**

Tyler, Texas

903-509-0959

**Unit Technician/ Unit Secretary**

February 2015 to November 2018

**Christus Trinity Mother Frances**

800 East Dawson Street, Tyler, Texas 75701

903-606-3000

**Patient Care Technician**

**Baylor Scott and White**

January 2019 to current

2400 I-35 Waxahachie, Texas 75154

469-400-3000

* Provided direct patient care for pre and post operative patients
* Watched telemetry monitors on the unit
* Monitored and charted patient vital signs
* Transferred patients from floor to floor in the hospital's computer system
* Accepted /directed phone calls to and from doctors, nurses and other departments such as x-ray
* Accepted messages for nurses from doctors and patient's family members
* Broke down discharged patient charts, and signed in direct admitted patients
* Made and faxed out daily call sheets so all staff members including doctors, nurses and techs could be reached.
* Trained newly hired technicians on how to use the patient charting computer system.

As a patient advocate I use tools such as AIDET and patient rounding to improve the quality of care a patient is receiving.

My unit requires me to be a secretary for the day. As a unit secretary I answer phone calls for nurses from doctors, forward calls, page doctors for nurses, page maintenance for unit issues, round staff for meetings and in-services, create and send off unit call list for patients and staff, and handle admitting and discharging patient charts.

**Licenses**

* BLS certification: The American Heart Association

**Education and Training**

**Associate of Arts:**Arts, 2016

**Kilgore College – Kilgore**, TX

* Former Member of the Kilgore College Cheerleading Team
* Coursework in Anatomy, Physiology and Health Assessments
* Continuing education in Nursing
* Coursework in Business Computer Information Systems, Statistics and Economics