**Highlights of Qualifications:**

* Certified Phlebotomist, CNA, PCT and 3+ years in Home Health Aide experience.
* Proficiency in various software applications, including Med iSOFT, Quick Books, Cortex and Microsoft Office. Data entry, filing, clerical.
* 36 wpm and 10key.
* 10+ years of patient interface experience. Strong customer service skills.
* Help desk, call center and receptionist experience.
* Possess the ability to lead/train coworkers and manage production of working environments and processes.
* Extensive Medical Field experience including all emergency procedures.
* OSHA and HIPPA trained.
* Health information specialist. ICD-9, ICD-10, HCPCS, & CPT Coding. Medical terminology.

**Employment** **History**

**Red Oak Health and Rehab**─ Red Oak, Texas 10/2017-present

***Certified Nursing Assistant***

Duties of Employment:

* Assure resident safety.
* Bathe, shower, shampoo, shave, comb hair, dress appropriately, nail care of any residents assigned.
* Follow resident assignment schedule as made out by the charge nurse.
* Lift, move and transfer residents as required.
* Answer call lights in a timely manner.
* Assist or feed residents.
* Keep resident clean and dry, toileting or providing incontinent care, catheter care.
* Housekeeping.
* Provide supportive, protective, and safe environments for residents.
* Other duties as assigned.

**Jordan Health Services**─ Arlington, Texas 01/2015-present

***Home Health Aide***

Duties of Employment:

* Assure resident safety.
* Meal preparation, grocery shopping and errand running.
* Embraces and adheres to the use of electronic documentation via the organization’s software solution.
* Completes assigned Work Flow tasks within timeframes allotted by the Division.
* Performs and documents home health aide service delivery in accordance with internal policy.
* Responsible for the submission of all documentation to ensure timely submission of agency billing.
* Reviews data regarding patient assignments, e.g., Plan of Care, and/or Coordination Notes prior to service delivery.
* Submits request for new supply requisitions when a new supply order is needed.
* Participates in the reporting of abnormal findings to the appropriate healthcare professional, as appropriate.
* Participates in patient case conferences and documents ongoing Coordination of Care with other members of the healthcare team.

**Education**

**Cedar Valley College│** Lancaster, Texas-March 2016

*CNA program completion anticipated September 2018*

**Cedar Valley College│** Lancaster, Texas -March 2018

*Phlebotomy program completed May 2018*

**Capstone and Rotation Hours:**

**Charlton Methodist Hospital**| June 2018 present

100 hours completed.

100 venipuncture procedures done.

**CCI Career Training Center│** Dallas, Texas -January 2015

*Health Information Specialist program completed November 2015*