**Cynthia R. Young**

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**Objective:** To find a position that will enable me to utilize my Admitting Clerk/Unit Secretary and/or Clerical experience in a professional setting.

**Education:** 2012 - Certified Phlebotomist – BAH Career Training South

1985 - John Tyler High School

**Work Experience:** 2013-2017 Fresenius Kidney Care, Dallas, TX

Administrative Secretary

Responsibilities includes, scanning, retrieving, filing and entering information into the electronic patient medical record. Filing documents in patient charts. Responsible for inventory of medications, ordering medication, validating expiration dates of medication and maintaining adequate supply of medications. Maintain training, education and licensure of staff members. Organize patient and staff charts for monthly (CQI) meetings. Plan and facilitate activities for patients as well as birthday celebrations. Handle vendor inquiries and pay vendor invoices. Complete documentation for Plan of Care meeting with physicians. Assigned Purchase order numbers to vendors in SAP. Prepared patient related reports for Clinical Manager. Provided excellent customer service skills to patients, staff, vendors and guest. Worked as a team player on assigned projects.

2012- 2013 Swanco/Collectco, Dallas, TX

Phlebotomist Internship (licensed June 2012) - Contract Phlebotomist October 2012 Responsible for entering patient information, lab testing, labeling tubes, venipuncture, skin puncture Pediatric-Geriatric patients, centrifuging; knowledge of anatomy and physiology, infection control policies and procedures, and good body mechanics; assist in Clinic Laboratory as needed, shipping and handling of specimens

2008-2011 North Texas VA Healthcare System, Dallas, TX

Inpatient Psychiatric Unit

Mental Health Technician: Duties Performed: Admitted patients to the unit, input patient information into computer, oriented patients to the unit, took vital signs, assisted patients with ADL’s, monitored and maintained patient safety, reported observations of changes in patient’s behavior and safety to Registered Nurse, performed Breathalyzer test, and additional lab work as needed

2004-2008 Medical Center Lancaster, Lancaster TX

Medical /Surgical Unit

Unit Secretary/Admitting Clerk: Duties Performed: Admitted patients, compiled demographic and insurance information, triaged and weighed patients, organized unit, ordered and stocked supplies, input Physician orders into patient charts. Assisted clinical staff with additional duties as needed.

2001-2004 Dallas Southwest Medical Center, Oakcliff, TX

Medical Surgical Unit

Unit Secretary/Admitting Clerk: Duties Performed: Admitted patients, compiled demographic and insurance information, triaged and weighed patients, organized unit, ordered and stocked supplies, input Physician orders into patient charts.

2000-2001 Trinity Mother Frances Hospital, Tyler, TX

Medical/Surgical Unit

Unit Secretary – Duties Performed: - Duties Performed: Transcribed physician orders, filed, ordered supplies for the unit, kept the unit organized, assisted other clinicians as needed

1994-1999 Doctor’s Memorial Hospital, Tyler, TX

Medical/Surgical Unit

Unit Secretary - Duties Performed: Transcribed physician orders, filed, ordered supplies for the unit, kept the unit organized, assisted other clinicians as needed

**References are available upon request**