**GRISELDA BURCIAGA**

309 Baldwin St. Red Oak TX, 75154

(972)515-5648

[GriseldaBurciagaa@gmail.com](mailto:GriseldaBurciagaa@gmail.com)

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**Objective**

Bachelor’s in Social Work, bilingual, seeking to expand my skills and abilities in serving the community. Detailed oriented, time efficiently, organized and able to multitask. Successfully managed a case load of 289 children, all suffering with trauma, mental, and behavioral disorders. Four years of experience field as a Hospital Surgical Unit Clerk and Patient Care Technician.

**Highlights**

* CPR (BLS) Certified
* CPI Certified
* Bilingual; fluent in Spanish & English
* Detail Oriented
* Great Communication & Written Skills
* Multitasker
* Excellent Custom Service
* Valid Texas C Drivers License

**Education**

The University of Texas Arlington

Master’s in Social Work December 2020

Bachelor’s in Social Work – GPA 3.8 December 2018

Navarro Community College

Associates in General Science – GPA 3.0 December 2017

Certified Nurse Assistance Summer 2015

**Experience**

**Baylor Scott and White, Waxahachie, TX June 2015-January 2019**

Surgical Patient care Technician/ Unit Coordinator*:*

Enforcement patient care plan and ensuring patient’s safety according to individuals infection control practices. Assist in patient care including examination and procedures. Answers phone calls, created, updated and organized patient charts. Managed various clerical programs working with patient tracking, and assigning nurses patient and duties, coordinates AMR transport and assembles patients transfer paperwork with medical documentation. Multitasked by ensuring the floor ran smoothly and also providing doctors with proper patient consent forms. Left this position to peruse my career in social work as a full-time employee.

**Texas Baptist Home for Children, Waxahachie, TX August 2018 –December2018**

Lead case load of eight families and forty-five children. Assisted other case manager and intake coordinators with intake paperwork, treatment plan, and case note paperwork. Assisted and attended court hearings as well as connected children with treatment care, extracurricular activities, and educational assistance.

**Funday School- Teacher Assistant, Waxahachie, TX Summer 2018 / Current Substitute**

Assist teachers with classroom, lesson plans, organizing activities, helping students with activities, homework and crafts. Offering a safe and healthy environment for children to develop.

**References**

Mrs. Erin Rodriguez, B.S

411 Bird Ln

Waxahachie, TX 75165

(214) 566-5337

Mrs. Flor Luna, B.S

130 Country Drive

Waxahachie, TX 75156

(214) 399-9145

Flluna@wisd.org

Mrs. Amanda Cabrera, LCMSW

Position: Head Social Worker coordinator of Baylor Scott & White Hospital, Waxahachie

Facility: Baylor Scott and White Medical Center-Waxahachie

2400 I-35E, Waxahachie TX, 75154

(214)558-3653