HALIMO E. FARAH

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Seeking a position utilizing compassionate-care abilities and clerical skills while providing quality health services to patients.

**SUMMARY OF SKILLS**

* Extensive knowledge of working with patients with myriad health conditions and needs.
* Excellent interpersonal skills that include empathy and patience.
* Ability to function efficiently in a team as well as individually without supervision.
* Capable of using patient handling equipment needed to lift, transfer, and reposition patients.
* Proficient in the use of EPIC, Meditech, Protech, CPSI; typing speed: 30WPM.

PROFESSIONAL EXPERIENCE

**Dallas VA NORTH TEXAS SYSTEM November 2016 - Present**

**Mental Care Tech**

* Provided direct patient care and indirect actions to assist smooth functioning of unit.
* Took patients’ vital signs such as pulse, respiration, temperature and blood pressure.
* Provided safe and expert care for patients regarding nutrition, hygiene needs.
* Helped with the entrance, discharge and transfer of patients.
* Ambulated, transferred and lifted patients.
* Bathed and groomed residents**.**

**John Peter smith Hospital- dallas tx,** **July 2015 - 2017**

**Unit Secretary**

* Transcribed medical orders for unit patients, coordinated unit secretarial coverage for multiple units during staffing shortages, etc.
* Experience with charge entry such as respiratory, pump, bed rental charges, and patient charge auditing.
* Orientated all new unit secretaries and staffing coordinators.
* Performed unit secretarial functions including, chart preparation, appointments, M.A.R. maintenance for the first of every month.

**Patient Care Tech**

* Developed and maintained patient care plans as assigned by registered nurse.
* Reported all patient related activity to the senior management in a timely manner.
* Took and recorded patient’s blood pressure, pulse rate, weight, temperature, and respiration rate.
* Maintained the safety of patients.
* Inspected and cleaned work area.
* Changed dressings of patients.

**RELIANT Rehab hospital mid-cities – Bedford, TX August 2014-2015**

**Staffing Coordinator**

* Assist with evaluation and analysis of patient census and acuity information.
* Communicate with nurse managers and other clinical staff managers to identify and fulfill staffing and scheduling needs by providing flexible staffing options.
* Prepare, supervise, monitor, revise and maintain hospital staff schedules.
* Modify existing staff schedules to allocate reliever and replacement nursing and clinical personnel in situations involving sick calls and other unscheduled absences.
* Prepare and submit computer-generated reports on staffing and scheduling to unit managers.
* Prepare, record, update and maintain employee files, time schedules and payroll documents, for hospital staff.
* Adhere to nursing administration, HR and Payroll policies, standards and procedures.
* Assisted care team leaders in completing various care tasks.
* Took vitals and documented in computer system.
* Floated between hospital departments to provide needed support.

**ZALE LIPSHY HOSPITAL - dALLAS, Tx** **July 2006 – Aug 2013**

**Receptionist**

* Answered phone calls to assist with customer inquiries.
* Made and confirmed appointments with patients.
* Drafted and posted signs of direction and instruction throughout the hospital.
* Ensured that entryway and lobby was clean at all times.
* Ordered office supplies when needed.
* Assisted visitors in finding their way throughout the hospital.
* Made announcements to all hospital visitors, patients, and personnel.

**Patient Care Tech**

* Provided direct patient care and indirect actions to assist smooth functioning of unit.
* Took patients’ vital signs such as pulse, respiration, temperature and blood pressure.
* Provided safe and expert care for patients regarding nutrition, hygiene needs.
* Helped with the entrance, discharge and transfer of patients.
* Ambulated, transferred and lifted patients.
* Bathed and groomed residents**.**

ADDITIONAL PROFESSIONAL EXPERIENCE

**Millwood Hospital**, Mental Tech – Arlington, TX 2010 –2012

**Kindred Hospital,** Dallas, TX 2000 ­­­– 2009

**Arlington Memorial Hospital,** Patient Care Tech **-** Arlington, TX 1998 – 2001

**CERTIFICATIONS**

Certified Nursing Assistant-CNA

CPR

**EDUCATION**

Tarrant County College-Arlington, TX

Major: Nursing

O. D. Wyatt High School-Fort Worth, TX

High School Diploma