7126 Harold walker

Dallas, TX 75241

214-505-9989

Ms.s.edwards@live.com

Shawna edwards

objective

Seeking a challenging position as a Certified nursing assistant

or Phlebotomy technician. Where I can utilize the skills that I have learned.

I would like a position that would allow me to expand my professional skills

and gain valuable experience while I further my education to become a

Registered Nurse.

Functional summary

Highly motivated CNA with a compassionate nature and an eagerness to help other and to learn new skills. Ten years of experience in customer service and prior supervisory skills, self-motivated, proficient in organizational skills. Five years of experience performing venipuncture and capillary blood draws on patients of all age groups.

Employment

Methodist Medical Center of Dallas 07/11 to present

1441 N. Beckley Ave Dallas, TX 75265

(Patient Care Tech) Check vital signs, collect blood samples

through venipuncture and finger sticks. Specimen collection

and other assistance needed to the nurses.

Children’s Medical Center 1935 Medical District Dr 7/07 to 7/11

Dallas, TX 75235

(Patient Care Tech) Check vital signs, insert NG-tubes and Foley catheters.

Collect lab specimens, and assist the nurses.

Texas Oncology 3555 W. Wheatland Rd 4/02 to 7/07

Dallas, TX 75237

(Medical Receptionist II/ Medical Records) Manage front office, take vital

Signs, check-in patients, schedule appointments and collect co pays.

Pull charts for next day appointments, secure filling, make new patient

charts. Handle release of information, process death certificates.

EDUCATION\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Cedar Valley Community College 1996-1998

Texas Barber College 2001-2002

Navarro Junior College 2009-2011

El Centro Community College 2011-2014