**Dewanda Robinson**

**1403 Duet Drive**

**Dallas, Texas 75241**

**(817) 965-7904**

**(414) 380-0959**

[**mswandaone@yahoo.com**](mailto:mswandaone@yahoo.com)

**Medical Coordinator | Administrative Support | Patient Care**

Versatile nursing health care professional with extensive experience coordinating the logistics of health care for a variety of patients in a variety of settings. Able to combine previous scheduling and certified nursing assistant experience to deliver outstanding results. Recognized for the ability to effectively coordinate activity within fast-paced, dynamic environments balancing patient needs with organizational guidelines. A strong communicator, able to develop strong relationships with patients, staff and administration to support overall health care goals.

***Areas of Expertise***

 Healthcare Regulations  Doctor Interactions  Administrative Assistance

 Communication  Patient Assessment  Healthcare Informatics

 Medical Documentation  Epic Systems  Patient Engagement

 Phlebotomy  Patient Advocacy  Microsoft Office Suite

**P R O F E S S I O N A L E X P E R I E N C E**

**COVANCE,** Dallas, TX

**Research Technician** 2016 –2018

Assist in conducting experiments and following protocols

Assemble and operate various equipment for performing test

Collect and process urine and blood

Dosing subjects

Performing ECGs

Gathering data from test results

**NURSECORE MANAGEMENT,** ARLINGTON, TX

***Certified Nursing Assistant (CNA)*** 2016 - 2017

 Travel to a number of different facilities assisting elderly patients with a variety of daily living activities.

**AMADA SENIOR CARE**, DALLAS, TX

***Certified Nursing Assistant (CNA)*** 2016 - Present

 Spend time with a depressed elderly patient, assisting her with a number of tasks including store and doctor visits.

**FROEDTERT HOSPITAL**, MILWAUKEE, WI

***Patient Care Technician-Pacu/ Operating room*** 2004 – 2015

 Assisted patients with everyday tasks, post-surgery care including eating and bathing while helping doctors and nurses with a variety of clinical procedures.

 Developed a working knowledge of medical terminology.

 Responsible for a variety of tasks including drawing blood, accurately entering patient information into the EPIC system, emptying blood drains, setting up IV fluids, assisting with CT scans and assisting nurses transporting patients.

 Monitored suicide patients at risk for harming themselves and elderly and cancer patient with a variety of mental issues.

 Obtained experience working with trauma patients and assisted doctors in the OR.

**ST. MARY HOSPITAL**, MILWAUKEE, WI

***Scheduler/Healthcare Coordinator*** 2001 - 2004

 Delivered exceptional service while answering phones and processed patient paperwork related to discharges and transfers.

 Scheduled procedures including testing and X-rays and ordered medical/office supplies.

 Accurately processed doctor orders as requested.

**ATLAS BUS COMPANY**, MILWAUKEE, WI

***Dispatcher*** 1996 - 2001

 Successfully supervised 25 drivers, delegating assignments and assisting with direction and the location for drivers.

**E D U C A T I O N & C E R T I F I C A T I O N**

**Bachelor of Arts, Health Care Management** – Concordia University, Milwaukee, WI (2013)

GPS: 3.7/4.0

**Medical Billing and Coding Certified** – Herzing University, Brookfield, WI (2014)