**CYNTHIA N. EVANS 7240 Portillo**

**Grand Prairie, Tx**

**678.438.1765**

[**Cynthia1976@aol.com**](mailto:Cynthia1976@aol.com)

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**SUMMARY:**

Results- oriented and skilled healthcare professional with over 14 years’ experience in physician practice

and hospital settings. Strong customer service skills and knowledge of EMR training skills with All-scripts,

Practice Partner systems, and practice workflow processes. Excellent acumen in business matters. Proven ability to

develop strong customer relationships quickly, promote teamwork independently and teaching or instructing,

Strategic and creative thinker with excellent communication, analytical skills and valuable leadership skills. I am currently continuing my education and working as a Hospital Tech.

## **SKILLS:**

Ability to develop and complete projects without continued direct supervision. Proficiency in MS Word, Excel and PowerPoint presentation abilities.

Highly organized, interpersonal and time management skills.

A proven self-starter and the ability to manage and prioritize multiple projects.

Demonstrated ability to make decisions that achieve optimal results

Effectively report data within multiple electronic health records systems

Ability to develop and complete projects without continued direct supervision

Motivated and enthusiastic about work challenges including problem solving

Demonstrated experience in handling challenging issues in a diverse environment.

CPR and First Aid certified

Ability to handle and process confidential information

**WORK EXPERIENCE:**

**Patient Care Tech** 02/2016-current

Methodist Hospital, Charlton

Duncanville, TX.

* Assist patient with all ADL’S
* Monitor Vital signs
* Record I’s and O’s
* Insert and clean Foley catheter
* Suction trachs
* Collecting specimens
* Draw blood

**Medical Assisting III Lead** 07/2010 –07/2014

Washington University in St. Louise, MO

CAM: Gastrointestinal Center

* Assisting the Physicians with Sigmoid scope, Markers and U/S
* Mentor new employees during new hire training
* Updating patients electronic medical record via Allscripts EHR
* Administering injections, shots and vaccines
* Monitoring and charting vital signs
* Maintaining the ordering stock room supply inventory
* Collecting and performing H Pylori Breath Test
* Scheduling test and procedures via electronic health record
* Managing the patient prior authorization
* Assisting the supervisor in maintaining a smooth working environment
* Providing excellent patient care and listening to help the patients
* Working along with the doctors to provide excellent care
* Assisting with ostomy bags and wound care
* Ordering severe testing, setting up surgeries and calling in prescriptions

**Medical Assisting** 07/2009 – 07/2010

St. Elizabeth Hospital, Urology Clinic, Belleville, IL

* Assisted the physicians with procedures and minor surgeries
* Assisted with reorganizing workflow processes
* Helped increase patient satisfaction scores to 95 percentiles
* Scheduled appointment via Practice Partners practice management system
* Imported and analyzed medical records into the computer system
* Organized operation and procedure equipment
* Prepared charts via EMR and monitored charted vital signs for compliance

**Medical Assisting** 02/2008-06/2009

Coastal Foot Center, Jacksonville, NC

* Assisting the Doctor during surgeries
* Managed inventory cost for supplies
* Managed patient account receivable
* Created and provided the patients with proper confidentiality agreements
* Responsible for follow up patient compliance
* Effectively managed patient prescriptions request
* Managed compliance of Proper biohazard techniques and sterilization.

**Medical Assisting** 07/2005- 01/2008

Crist Clinic for Women, Jacksonville, NC

* Responsible for reporting and charting all pap results and mammograms.
* Responsible for weight lost program
* Phlebotomy, collected specimens, smears procedures, glucose test, and urinalysis.
* Assisted with patient treatment and procedures
* OB/GYN procedures, proper biohazard techniques and sterilization of instruments.

# **Front-End Supervisor** 02/2001-05/2005

Sam’s Club, Woodbridge, VA

**EXTERNSHIP:** 05/2005-06/2005

# Fairfax OB/GYN, Woodbridge, VA

# RMA

**EDUCATION:**

Chamberlain University 09/2019

Tarrant County College 05/2017

AMT, Registered Medical Assistant 05/2014

Certified Nurse Assistant 10/2008

ECPI College of Technology-School of Applied Science, Manassas, VA 05/2005

Degree in Medical Assisting, AAS

**References are available upon request.**