**Sheila Pickens**

Cedar Hill, TX 75104

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I am seeking position in order to utilize my skills as a Phlebotomist so I can give back to my employer as well grow within the company.

**EXPERIENCE WORK**

**Patient Care Tech**

Vibra Hospital January 2019

Patient care Adls,i/o/,baths,shampoo.and feeding.

# Phlebotomist/Patient Care Tech

Arlington Memorial Hospital - Arlington, TX - July 2016 to January 2019

Draw a large quantity of patient’s blood while using compassion and excellent skills and technique.I would take vital signs,i/os,collect specimens,give patient baths,shampoos,shaves as needed.I feed patients.I chart info on patients and answer phones and call lights.

# Patient Care Tech /CNA

Select Specialty Hospital - Dallas, TX - May 2015 to Present

Responsibilities

Patient. Care which includes sitter duty,baths,feeding and passing out meal trays,hygiene,incontinent care.I also chart/answer phones,input/output,and vital signs.I also help patients with range of motion/mobility. I set up new admission rooms/break down of discharge patients rooms.

# Phlebotomist/CNA/Secretary

Methodist Health System - Dallas, TX - August 2007 to July 2015

Patient care duties including feedings,picking up/passing out meal trays,baths, vitals, charting(assemble and break down of patient charts, assists w/dressing changes, glucose checks, height/weight, i/o's, specimen collections.Also responsible for all med/surg units', women's/gyn/postpartum venipunctures/Ekgs as needed and data entry,culture and specimen collections.Acted as backup clinical secretary ,data entry,answering phones, filing,copying, faxing and front desk support as well as greeting customers.Assist patients in walking and range of motion exercises. I set up new admission rooms/break down of patient discharge rooms.

# CNA/HHA

Villa @ Mountain View - Dallas, TX - May 2003 to August 2007

CNA

Reponsible for taking vitals, charting, patient/hospice care and other tasks as needed.Assist with bath,feeding and bathroom, range and motion...other ADLs as needed.

# Payment Processor/Lockbox Associate

Southwest Bank - Dallas, TX - January 2000 to August 2000

Responsibilities

Process payments in timely matter through lockbox and applied payment accordingly to the customer accounts.Maintained customer privacy.Ensured accuracy and met quota deadlines.Worked in fast paced environment.Work well under pressure.

# Mortgage Clerk/Payment Processor

Ft Mortgage - Dallas, TX - February 1999 to January 2000

Received,distributed and applied mortgage payments in escrow and principal to clients accounts accordingly.Acted as back up pbx operator.Distributed and sent out mail to and from each department.Faxed,copied,scanned documents.Document Reviews and research.

EDUCATION

# Associate of Science in General

El Centro College - Dallas, TX

2010 to 2012

# general pre nursing

Navarro College - Midlothian, TX

2009 to 2010

SKILLS

Act as personal assistant,sitter,companion,run errands,help pay bills,escort to and from appointments,laundry,cooking,light housekeeping. (10+ years)

CERTIFICATIONS/LICENSES

**CNA certification**

**CPR/BLS**

# TB screening

Nurse's License: State: TX

ADDITIONAL INFORMATION

Skills

Excellent customer service ,time management,multi tasking,medical records,data entry, and computer skills Epic,Care Connect,Meditech,also answers phones,filing,fax,and copying. Thorough tube knowledge and order of the draw.Over seven years experience in phlebotomy.

Excellent venipuncture technique w/compassion of patients during blood draw.

Ability to draw the hardest of patients w/no resticks.

Over seven years verifiable experience.

Knowledge of labeling and specimen collection.

Able to draw large quantities blood specimens of patient after patient.