

Eliana Garcia

Student

Merchantville, NJ - Email me on Indeed: [indeed.com/r/Eliana-Garcia/143e739d120840af](https://www.indeed.com/r/Eliana-Garcia/143e739d120840af)

Self-motivated, energetic and outgoing individual with strong customer service skills and efficient in fast-paced multitasking environments; able to prioritize effectively to accomplish objectives with creativity, enthusiasm and humor.

Willing to relocate

Authorized to work in the US for any employer

WORK EXPERIENCE

Certified Home Health Aide

Mercy Home Care Inc - Camden, NJ - September 2014 to Present

Responsibilities

Supports patients by providing housekeeping and laundry services; shopping for food and other household requirements; preparing and serving meals and snacks; running errands. Provides personal services, such as, bathing, dressing, and grooming.

Helps patients care for themselves by teaching use of cane or walker, special utensils to eat, special techniques and equipment for personal hygiene.

Successfully help teach family members care for the patient by teaching appropriate ways to lift, turn, and re-position the patient; advising on nutrition, cleanliness, and housekeeping.

Records patient information by making entries in the patient journal; notifying nursing supervisor of changing or unusual conditions.

Maintains a safe, secure, and healthy patient environment by following standards and procedures; maintaining security precautions; following prescribed dietary requirements and nutrition standards;

Protects the home care agency by adhering to professional standards, home care policies and procedures, federal, state, and local requirements.

Accomplishments

I was able to impress my supervisor and clients with my energy. Actually, the energy was simply a reflection of the genuine interest that I had in the job. If I am anything, I am authentic.

Preparing for a future in medicine, I know that concerned family members are very quick-to-judge when they sense that there is a lack of dedication or commitment. My authenticity was highlighted through the respect that I showed for my clients, and their family. As a result, clients and their family liked working with me and supervisors knew that I could be counted-upon.

Skills Used

Good communication, effective leadership and management, teamwork and interpersonal skills

Medical File Clerk

Mercy Home Care Inc - Cherry Hill, NJ - August 2013 to December 2013

Responsibilities

Gathers patient information by collecting demographic information from a variety of sources; interacting with registration areas and physicians' offices; retrieving information from automated printer.

Maintains master patient index by completing assigned portion of daily audit trail; corrects and communicates problems according to established procedures.

Initiates the medical record by creating and processing the patient care record folder.

Maintains record availability by processing charts into the department; using chart mark-off procedures; facilitating chart location activities.

Retrieves medical records by following chart-out procedures; documenting reasons charts cannot be retrieved for statistical and follow-up purposes.

Accomplishments

I was able to impress my supervisors with my strong eye for detail and my familiarity with electronic medical records management from my years of volunteering there.

Able to maintain confidentiality I filed completed medical records in the minimum time, and maintained a 99% accuracy rate in filing of loose reports.

Skills Used

Time Management, Organization, Attention to Detail, Quality Focus, Professionalism, Productivity, Thoroughness, Coordination, Deadline-Oriented, Internal Communications, Reporting Skills

EDUCATION

Associate's in Health Science

Camden County College - Blackwood, NJ
2015 to 2018

High School Diploma

Dr. Charles E. Brimm Medical Arts - Camden, NJ
2010 to 2014

SKILLS

Microsoft Office (10+ years), Industrious (10+ years), People Person (10+ years), Customer Service (3 years), Problem Solving (10+ years), Communication (10+ years), Detail Oriented (10+ years), Patient Care (1 year), Medical Terminology (Less than 1 year), CPR Certified (Less than 1 year)

CERTIFICATIONS

Certified Home Health Aide

August 2015 to August 2017

CPR Certification

February 2016 to February 2018

This card certifies that the above individual has successfully completed the cognitive and skills evaluations in accordance with the curriculum of the American Heart Association BLS for Healthcare Providers (CPR and AED) Program.

ADDITIONAL INFORMATION

I am a part-time student at Camden County College. I am seeking Day time shifts as I am currently employed by night. My availability during the day on Mondays through Fridays is 9am to 3pm.