

Rebecca Andrade

Certified Medical Professional

New Bedford, MA 02740

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Dedicated and empathetic medical professional offering 10 years in direct patient care and medical management experience. Committed to obtaining highest level of patient satisfaction by ensuring regulatory compliance and adherence to practice standards. Documented ability to cultivate trust and rapport with patients and maintain strong relationships. Excellent communication and interpersonal skills with patients, families and other healthcare professionals.

Also I'm an educated and energetic housekeeping professional able to work well in fast-paced, high-pressure environments. Reliable and responsible with a positive attitude. Seeking new opportunity with a great company where attention to detail will be valued.

Work Experience

Home Health Care Provider

Tempus Unlimited - New Bedford, MA

February 2011 to April 2019

- Organized and administered medications on clear schedules to help alleviate symptoms and optimize quality of life.
- Ran errands for clients and transported to appointments to maintain wellness and support daily living needs.
- Dressed, groomed and fed patients with limited physical abilities to efficiently handle basic needs.
- Developed strong and trusting rapport with each patient to facilitate best possible care and assistance.
- Completed data entries in charts and log books to document clients' progress with accuracy.
- Administered personal care to clients within private home settings and championed patient independence and well-being.
- Maintained clean and well-organized environment to promote client happiness and safety.
- Delivered high level of assistance in general household duties, which included cooking, meal prep and food shopping.
- Maintained strong knowledge of medications and medical terminology through continued education and seminars.
- Supported effective care for managed home care patients by observing health status and monitoring conditions.
- Recorded vitals and communicated with physicians to provide health updates.
- Observed patient vital signs and medication reactions, reporting any health concerns or behavioral changes.
- Advocated for establishment of healthier lifestyle practices to achieve optimal wellness.
- Assisted patients by answering questions and offering help with health system coordination, patient rights and privacy of personal information.
- Pleasantly greeted patients and families and displayed enthusiastic, compassionate attitude, effectively establishing long-term professional relationships.

- Planned optimal meals based on established nutritional plans, including shopping for ingredients and cooking dishes.
- Assisted patients with transitioning between beds, wheelchairs and automobiles, providing consistent and safe mobility support.
- Provided mental and emotional support to keep clients happy and healthy.

Housekeeper Supervisor

Environmental Cleaning Professionals - Wareham, MA

February 2007 to January 2011

- Managed team of employees, daily progress reports and overall project planning.
- Supervised facility operations, including preventive maintenance projects, employee tasks and performance and adherence to safety standards.
- Completed cleaning tasks while spending majority of day walking, twisting, bending, pushing and kneeling to get job done.
- Followed proper handling procedures for chemical cleaners and power equipment to prevent damage to floor and fixtures.
- Washed and polished glass windows and doors to keep entryways clear and professional.
- Returned vacant rooms to occupant-ready status by deep cleaning, changing linens, restocking inventory and removing trash.
- Dusted and vacuumed assigned rooms, wiped baseboards, removed scuff marks and cleaned mirrors, toilets, sinks, showers, tubs and marble floors daily.
- Collected trash from receptacles and surfaces, discreetly removing items for disposal.
- Trained new employees to meet all quality and efficiency goals, boosting customer satisfaction.
- Hand dusted and wiped clean office furniture, fixtures and window sills.

Education

MA GED in Professional Medical Assistant Medical Assisting

The Salter School - Fall River, MA

January 2013

Skills

- Medical terminology
- Catheter
- Catheters
- Phlebotomy
- Venipuncture
- Cardiac
- Ekg
- Electrocardiography
- Pulmonary function
- Sterilization
- Wound care
- Collection
- Hipaa

- Team management
- Natural
- Detail-oriented
- Problem solver
- Self-directed
- Time management
- Inventory

Additional Information

Skills

- Patient feeding
 - Proper sterilization techniques
 - Catheter change and preparation
 - Stocking supplies
 - Professional bedside manner
 - Advanced anatomy knowledge
 - Documentation procedures expert
 - Patient skin and nail care
 - Grooming and bathing assistance
 - Understands medical procedures
 - HIPAA compliance
 - Patient toileting
 - Venipuncture and phlebotomy
 - Able to lift 200 pounds
 - Wound care and irrigation
 - Vital sign monitors
 - First aid
 - Respiratory equipment utilization
 - Reliable transportation
 - Electrocardiography (EKG)
 - Medical terminology
 - Quick problem solver
 - Communicating with patient families
 - Team management and supervision
 - Detail-oriented
 - Preparing specimens and samples
 - Human anatomy and physiology
 - Using a scale
 - Understands mobility assistance needs
 - Foley catheters
 - Crutch fitting
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- Lab equipment setup
 - Pulmonary function tests (PFTs)
 - Conflict resolution abilities
 - Cardiac anatomy and physiology awareness

- Patient scheduling
- Meal supervision
- Specimens collection and processing
- Calm and level-headed under duress
- Restocking lab supplies
- Phlebotomy
- Valid MA driver's license
- Excellent oral and written communication
- Organized
- Natural cleaning products
- Dusting
- Cleaning methods
- Exceptional time management
- Self-directed
- Supply inventory management
- Interior and exterior cleaning
- Washing windows
- Hospitality background
- Hardworking
- Exceptional communicator
- Mopping and buffing floors
- Physically strong
- Stocking bathrooms
- Bloodborne pathogen training
- Polishing surfaces
- Focused and detail-oriented