

OBJECTIVE

Become a pivotal team member within a company whose missions align with my own. Consistently acquire new skills while using the skills I possess to help my employer better meet their goals.

PROFESSIONAL EXPERIENCE

ELKHART GENERAL HOSPITAL – Elkhart, Indiana

December 2007-February 2016

Secretary Medical Care Unit February 2009 – February 2016

Employee training. Transcribe physician orders. Operating multi-line switchboard, fax machines, using Microsoft Office to complete a multitude of tasks. Basic computer/equipment troubleshooting. Responding to codes.

Cardiac Technician Progressive Care Unit February 2010 – July 2011

Interpreting basic dysrhythmias for 50+ patients. Notifying nurse of potential life-threatening dysrhythmias. Meeting with physicians to discuss patient progress. Consulting with code team during times of duress.

Secretary Assistant Medical Care Unit December 2007 – February 2010

Transcribe physician orders. Maintain medical records. Set up follow-up appointments. Assist in clerical needs for interhospital transfers. Obtain records from outside facilities. Assist in patient care as needed.

SPECTRUM HEALTH CONTINUING CARE CENTER – Grand Rapids, Michigan

November 2005 – November 2006

Front-Desk Receptionist

Use Microsoft Excel to schedule patients' physical/occupational/speech therapy appointments. Greet and assist patients and visitors. Answer multi-line switchboard. Scan medical records. Fax requested records to outside facilities. Prevent Alzheimer's patients from eloping. Assist infectious control's clerical needs as requested.

PROFESSIONAL DEVELOPMENT

NEW ENGLAND COLLEGE – Henniker, New Hampshire

January 2014 – May 2019

BA Business Administration/Computer Information Systems

UNIVERSITY OF WASHINGTON / TRILOGY – Seattle, Washington

March 2019 – September 2019

Certificate Full-Stack Development