

Mercedes Coffman (Resume)

Contact

Bloomsburg, PA
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Education

Mizzou University, in Columbia MO,
Pennsylvania College of Technology,
in Williamsport, PA and Collin County
Community College, in Frisco, Tx.

Studied: Nursing from 2015-2019

Main courses taken while attending
was: Anatomy and Physiology I & II,
chemistry, biology, entry nursing
courses that involved medical
terminology learning, and clinicals.

Key Skills

- Currently BLS certified.
- Exceptional customer service and interpersonal skills to clients/customers, employees, and management.
- Demonstrates handling sensitive information appropriately.
- Completion of duties in order of importance.
- Works well in group and independent environments/settings.

Objective

I have been working for three years in the Anesthesia Department within the operating room at Geisinger Medical Center before moving to Columbia, Missouri just last April of 2021. I have moved back recently to Bloomsburg, PA. Previously within the year of living in Missouri, I had worked in housekeeping at MU Health Center, and a Health Secretary in the Columbia School District.

Experience

[From February 2022 – To July 2022]

Health Secretary • CPS District, Columbia, Mo

- Performs various clerical and administrative functions such as ordering and maintaining an inventory of supplies.
- Providing first aid, as trained by the Health Services staff.
- Administering medication to students as directed.
- Maintaining health records of students within each school.
- Answers telephones and direct calls to appropriate staff.

[From March 2018 – To April 2021]

Anesthesia Technician • Geisinger Medical Center, Danville, Pa

- Chosen to orient and train new members, as well as take lead at separate facilities from main campus.
- Received training on anesthesia medications/drugs to further assist providers in the operating rooms.
- Able to set up and break down anesthesia equipment and machines.
- Perform equipment and machine testing.
- Order and stock anesthesia supplies.
- Respond to the anesthesia provider's needs, assist with emergency airway placement, and deal with the evolving needs of a trauma/emergency case.
- Conduct preventative maintenance and sterilization.

[From January 2016 – To December 2017]

Shift Leader • Blazing Saddles [Blaze Pizzeria], Frisco, Tx

- Assures that all safety and security procedures are followed within OSHA guidelines and policy procedures.
- Work as part of a team while maintaining a positive work environment.
- Flexible to change that comes with working in a restaurant environment.
- Ensures orders are taken in a prompt, accurate and courteous manner.

[From January 2015 – To January 2016]

Food Service • Barista • Starbucks, Allen, Tx

- Clean and maintain the store during downtime as needed.
- Properly adhering to food safety procedures at all times.
- Cash handling and accurately record customer order information.
- Resolve customer complaints quickly and efficiently as they arise.
- Maintaining a fully stocked inventory of items so that each shift was appropriately managed.