

SCANNABLE RESUME FORMAT

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HIGHLIGHTS OF QUALIFICATIONS

- Maintained medical records.
- Interviewed patients, measured vital signs, weight, and height.
- Inventoried and ordered medical supplies and materials.
- Ability to build trust and confidence with customers and team members.
- Bilingual English and Spanish.

RELEVANT EXPERIENCE

MEDICAL

- * Provided assistance or personal care to others.
- * Medical terminology
- * Phlebotomy: Diagnosed and treated patients.
- * Assisted Medical Surgeon.
- * Experienced in working with patients in emergency situations.

ADMINISTRATIVE

- * Demonstrated experience in meeting local, state, and federal health regulations.
- * Evaluated information against a set of standards and verified that is correct.
- * Handled paperwork and performed day-to-day administrative tasks.
- * Developed plans to accomplish work and prioritized and organized tasks.
- * Identified principles, reasons or facts by breaking down data.

CUSTOMER RELATIONS

- * Listened to customer needs and provided options to meet their needs.
- * Communicated with persons outside the organization to gather facts.
- * Developed and maintained constructive and cooperative working relationships with others.
- * Presentation skills to emphasize importance of good Health Care.
- * Handled complaints and compliments.

WORK HISTORY

1996-2001 Nurse Assistant-Columbia Care Center-Phoenix, AZ
1993-1996 Cook-Southside Hospital.-Phoenix, AZ
1988-1993 Cook-Health Care Services-Phoenix, AZ
1987-1988 Emergency Medical Tech-Little Rock, AR
Medical Assistant-IMSS General Hospital-Boca Raton, FL

EDUCATION

Basic Emergency Medical Technology Apollo College-Phoenix, AZ

