

Rajeena Rogers

2101 Madison Avenue
New York, NY 10037
917-569-5393

Consistently giving higher levels of responsibility through exceptional work performance & professionalism.

A health-care professional, with strong customer service knowledge, qualified decision making and leadership skills.

Certifications & Skills

| | | | |
|----------------------------|-----------------|---------------------|---------|
| Health Administration | Clerical | | |
| NYS EMT Basic Life Support | Adult/Pediatric | | |
| Microsoft Software | Pharmacology | Medical Terminology | Anatomy |

EDUCATION.

Montefiore Emergency Medical Institute Training 2016-2017 Bronx, NY

NYS Emergency Medical Technician

ASA College of Business 2011-2013 New York, NY

Associates of Applied Science Degree in Pharmacy Technology

PROFESSIONAL EXPERIENCE

Visiting Nurse Service of NY- Dec 2019-April 2020 (due to Covid-19) New York, NY

Behavioral Health Administrative Assistant

- Provided administrative support working independently and as a team to process over 800 mental health referrals monthly, while maintaining a professional connection with over 80 clinicians on a day to day basis.
- Created Weekly Microsoft Excel spreadsheets for consistent updates on each clinician & case they were assigned to.
- Daily Communication with clinicians building a rapport, to effectively provide feedback on each patient's visit, and other essential information for each caseload.
- Provided Clinicians with PHI, Addresses, Insurance, and Other vital information to visit patients in the community & Hospital settings

Hunter Ambulance Inc.-August 2018 - Dec 2019

Bronx, NY

NYS Emergency Medical Technician (BLS)

- Responded as directed by the Dispatch Center to any call or post move. Maintained radio contact with the Dispatch Center at all times.
- Reported to every scene with professionalism and respect, treating every patient with compassion and diligence.
- Delivered an efficient and concise short report to the facility staff once the patient was delivered and offered to assist staff with patient transfers.
- Provided BLS assessments conditions and treated each patient in accordance with NYSDOH Guidelines with my scope of practice.
- Worked as a team with a partner to build rapport with patients at the scene, en route to hospital and providing the highest quality of care for transport.

Mishkin's Pharmacy-April 2013- April 2016

New York, NY

Pharmacy Technician/Clerk

- Aided all pharmacy and front store customers with their questions and apprehensions.
- Maintained prescription prioritization, filing appropriately according to each patient.
- Knowledge in Prime RX software used to package and purchase medications and other merchandise

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for the Pharmacy Department.

- Maintained a mature level of professionalism and positive attitude with every customer and entire pharmacy team.
- Remained professional, in a high-paced environment with all guest, making their service my priority.