

# Giana Vega

**Compassionate and caring healthcare professional interested in helping build a healthier community and improving the lives of others by providing exceptional patient care.**

Austin, TX 78759

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+1 512 888 7888

- Familiar with medical terminology
- Proficient in Microsoft Office
- Understanding injections, taking vital signs, scheduling patients
- Patient preparation, Certified in Phlebotomy, EKG, and CMA.
- CPR/ BLS Certified
- Knowledge of the 5 rights: right patient, right medication, right dose, right route, right time. Ability to accurately document patient information in accordance with organizational policies, regulations and procedures. Familiarity with HIPPA regulations. Ability to make observations of the general physical condition of the patient and notifies the nurse/healthcare provider of abnormalities. Ability to give injections and draw blood. Knowledge of medical terminology. Excellent bedside manner and ability to make patients feel at ease. Appears friendly, reassuring and approachable to patients. Ability to take instruction from a doctor.

Willing to relocate to: Corpus Christi, TX - -

Authorized to work in the US for any employer

## Work Experience

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### **Medical Assistant**

Texas Orthopedics - Austin, TX

December 2021 to Present

Assists physician with treating patient as directed. Prepares injections, takes vital signs, completes H&P questionnaire, and facilitates suture removals/dressing changes.

- Apply casts, splints and DME as needed to keep clinic flow in conjunction with Cast Technician/ Orthopedic Technician.
- Issues prescriptions, physical therapy orders, home exercises, work restrictions, diagnostic orders and other orders per physician instruction and assists in patient education.
- Maintain a timely and safe clinic that focuses on efficient care with respect to the patient's privacy and dignity. Ensure clinic runs efficiently within your power. Leave clinic as you would want others to leave it for you. Prepare exam rooms, instruments, linens and perform sharps container check on a per clinic basis.
- Work closely with staff in assigned musculoskeletal team to ensure quality patient care and services are provided. Ensure compliance with clinic standards of quality patient care. Assist physician with treating patients as directed.
- Assist physician with completion of procedure and diagnosis coding of encounter forms.
- Review: daily schedule, new patients, follow-up, time allowed, including start and finish time for designated physician(s). Also, note time of hospital or other meetings and assist physician with clinic flow to ensure attendance at these meetings. Work with the Office Manager to coordinate schedule according to physician requirements.

- Ensure required medical records are available for appointment. If unavailable, contact the agency responsible for the records (physical therapist, laboratory, etc).
- Document all patient-related communication or treatment in EMR.
- Helps facilitate triage task and scheduled drugs via ECPS or triplicates with physician.
- Review and help facilitate physician's communication folder and electronic tasks daily.
- Assist the physician in reviewing no show and cancellation patients and take appropriate action.
- Maintains supplies and restocks rooms on prescribed schedule.
- Sterilizes instruments on prescribed schedule.
- Ability to function as a responsible designated tech according to guidelines established in the doctor-specific Ortho Tech manual.
- Attend continued education and skill labs as offered by Texas Orthopedics.
- Assist with Phlebotomy if certified.
- Track and complete patient FMLA forms timely.
- Work non-assigned physician clinics as scheduled.
- Assist with completion of physician responses to electronic communication to provide resolution for patient inquiries.
- Assist with obtaining prior-authorizations for diagnostic studies and viscosupplementation injections.
- Assist in answering inbound patient calls regarding clinical needs.
- Maintains strictest confidentiality.
- Travel to other locations as needed.
- All other duties as assigned.

### **Certified Medical Assistant**

Lone Star Circle of Care - Austin, TX  
June 2021 to September 2021

- Obtain, evaluate, and record patient history in medical file
- Obtain and measure vital signs and record information on patients' charts
- Prepare and maintain examination/treatment rooms, including cleaning and sterilizing instruments, and inventory of medical supplies and materials
- Assisting the examination of patients under the direction of licensed medical and/or licensed nursing staff
- May be required to draw and collect blood samples from patients and prepare specimens for laboratory analysis
- Prepare and administer medications as ordered by licensed medical and/or licensed nursing staff
- Perform routine diagnostic and laboratory tests
- Explain treatment procedures to patients under the direction of licensed medical and/or licensed nursing staff
- All other duties as assigned

### **Master Control Operator**

Sinclair Broadcast Group - San Antonio, TX  
April 2019 to June 2020

Responsible for monitoring the quality and accuracy of our on-air signals as well as ensuring the transmission meets government regulations and the station's high standards. Additional responsibilities include troubleshooting equipment malfunctions and preparing programming for play out. Duties will include, but are not limited to:

- Perform on-air switching for live events
- Operate recording hardware, satellite receivers and computer based systems
- Prepare and check material for on-air playback via automation system
- Verify all material airing by referencing program logs
- Monitor on-air signals for

quality control · Monitor transmitter and tower lights accurately to meet FCC regulations · Anticipate and troubleshoot issues when they occur. Perform other duties as assigned.

### **Television News Producer**

Good Morning Texoma - Lawton, OK  
September 2015 to March 2017

- Research all local and national news that should be shared with the public each day via ABC & CNN.
- Plan special segments interviews and stories that will appeal to the audience.
- Work with broadcasters to develop stories and determine the order of the news.
- Write scripts for newscasters and help them prepare for clips and pictures being shown.
- Study demographics and marketing to determine the best target audience for the broadcast.
- Schedule special guests for certain stories.
- Assist on-location broadcasters in plans for live broadcast such as determining location interviews clips to be shown etc.
- Work with other Television News Producers to maintain continuity among broadcast times.

2013-2015  
Austin, TX

- Master Control Operator, Tanana Valley Television, 2015, Fairbanks, Alaska
- Controlled and monitored the television broadcast equipment to transmit television programs and commercials to the viewing audience. On-air switching, dubbing and transferring programs.
- Utilizing Pitch Blue and Pathfire. Utilize Mediator on a daily basis to ensure, timings, refeeds and updated air schedule. Refer to Fox Flash, APT/NBC, Warner Bros and/or Magnuson and DBAS.
- Edit and move PSA's and update record schedule when working live sport events. Restart delays.

### **Traffic Assistant**

TownSquare Media - Temple, TX  
2013 to 2015

Utilizing Marketron. Work collaboratively across all departments and with internal sales staff to fulfill contracts and achieve established company/team priorities and goals. Assist the traffic department with daily activities. Enter sales orders. Assist in the production of daily broadcast logs. Assist in the reconciliation of broadcast logs. Assist sales staff with resolving preemptions. Print and distribute reports. Additional duties and responsibilities may be assigned as necessary ie; Answer Phones, Faxing, Filing, Copy, On air remote spots & Live Local Remotes. Maintain files

### **Administrative Assistant**

Texas Department of Health - Austin, TX  
September 1999 to April 2004

Develop spreadsheets to improve and inform quality. Produce reports and manuals. Maintain budget sheet to include logging and tracking all expenditures. Provide administrative support using discretion. Support director and staff, including correspondence, filing, mail, and duplication. Serve as point of contact for multiple departments. Respond to and/or direct inquires in person or on the phone. Managed and prepared invoices for office supplies. Prepare purchase vouchers for staff.

## Education

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**Nationally Registered Certified Phlebotomy, EKG, and Medical Assistant Technician | National Association for Health Professionals | July 2021 Medical Assistant Training | Goodwill Career & Technical Academy | April 2021 - July 2021 in Medical Assisting**

Henna Education Center - Austin, TX

March 2021 to Present

**Associates Degree in Radio & Television**

Austin Community College District - Austin, TX

August 2010 to May 2013

## Skills

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- Computer Networking
- Active Directory
- Order Entry
- Microsoft Windows
- Network Support
- Operating Systems
- Help Desk
- Software Troubleshooting
- Desktop Support
- LAN
- Technical Support
- Remote Access Software
- VPN
- WAN
- Microsoft Windows Server
- Ethernet
- Disaster Recovery
- Troubleshooting
- Microsoft Exchange
- Phlebotomy
- Customer service
- Medical terminology

## Languages

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- Conversational Spanish and ASL - Intermediate

## Certifications and Licenses

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### **CPR Certification**

#### **Certified Medical Assistant**

## Assessments

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### **Work style: Reliability — Highly Proficient**

September 2020

Tendency to be dependable and come to work

Full results: [Highly Proficient](#)

### **Typing — Proficient**

March 2021

Transcribing text using a standard keyboard

Full results: [Proficient](#)

### **Data entry: Accuracy — Highly Proficient**

September 2020

Entering data quickly and accurately

Full results: [Highly Proficient](#)

### **Customer focus & orientation — Proficient**

September 2020

Responding to customer situations with sensitivity

Full results: [Proficient](#)

Indeed Assessments provides skills tests that are not indicative of a license or certification, or continued development in any professional field.

## Groups

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### **Austin TANGO's FEED THE CITY**

August 2015 to Present

Provide meals for Homeless and those less fortunate