

Talona King

Enthusiastic, Multitasker, Inquisitive, Excellent Public Relations.

Scottsboro, AL 35768

Talonak33@gmail.com

2565995394

Friendly and enthusiastic outgoing personality with 15 years of specialization in the medical field. Able to learn new tasks quickly .Compassionate toward other people. Proficient in growing key customer relationships. Represent establishment with friendly, professional demeanor at all times.

Authorized to work in the US for any employer

Work Experience

Medical Assistant

Dr. Andrew & Jennifer White - Scottsboro, AL

October 2014 to January 2015

Inventory and order medical, lab, or office supplies or equipment.

Set up medical laboratory equipment.

Change dressings on wounds.

Competent in performing electrocardiogram (EKG), or other diagnostic test.

Perform routine laboratory tests and sample analyses.

Help physicians examine and treat patients, performing such tasks as giving injections or removing sutures.

Collect blood, tissue, or other laboratory specimens, log the specimens, and prepare them for testing.

Explain treatment procedures, medications, diets, or physicians' instructions to patients.

Prepare and administer medications as directed by a physician.

Clean and sterilize instruments and dispose of contaminated supplies.

Authorize drug refills and provide prescription information to pharmacies.

Record patients' medical history, vital statistics, or information such as test results in medical records.

Inventory and order medical, lab, or office supplies or equipment.

Keep financial records or perform other bookkeeping duties, such as handling credit or collections or mailing monthly statements to patients.

Front Desk Office Manager

Crestwood Wound Center - Huntsville, AL

April 2014 to September 2014

Answer telephones and give information to callers, take messages, or transfer calls to appropriate individuals.

Collect and deposit money into accounts, disburse funds from cash accounts to pay bills or invoices, keep records of collections and disbursements, and ensure accounts are balanced.

Create, maintain, and enter information into databases.

Set up and manage paper or electronic filing systems, recording information,

updating paperwork, or maintaining documents, such as attendance records, correspondence, or other material.

Operate office equipment, such as fax machines, copiers, or phone systems and arrange for repairs when equipment malfunctions.

Greet visitors or callers and handle their inquiries or direct them to the appropriate persons according to their needs.

Complete forms in accordance with company procedures.

Maintain scheduling and event calendars.

Schedule and confirm appointments for clients, customers, or supervisors.

Make copies of correspondence or other printed material.

Locate and attach appropriate files to incoming correspondence requiring replies.

Coordinate conferences, meetings, or special events, such as luncheons or graduation ceremonies.

Provide services to customers, such as order placement or account information.

Conduct searches to find needed information, using such sources as the Internet.

Order and dispense supplies.

Learn to operate new office technologies as they are developed and implemented.

Medical Assistant

Dr. Charles Bradford - Scottsboro, AL

October 2008 to December 2013

Record patients' medical history, vital statistics, or information such as test results in medical records.

Authorize drug refills and provide prescription information to pharmacies.

Clean and sterilize instruments and dispose of contaminated supplies.

Prepare and administer medications as directed by a physician.

Explain treatment procedures, medications, diets, or physicians' instructions to patients.

Collect blood, tissue, or other laboratory specimens, log the specimens, and prepare them for testing.

Help physicians examine and treat patients, performing such tasks as giving injections or removing sutures.

Perform routine laboratory tests and sample analyses.

Contact medical facilities or departments to schedule patients for tests or admission.

Perform electrocardiogram (EKG), or other routine diagnostic tests.

Change dressings on wounds.

Set up medical laboratory equipment.

Perform general office duties, such as answering telephones, taking dictation, or completing insurance forms.

Greet and log in patients arriving at office or clinic.

Schedule appointments for patients.

Inventory and order medical, lab, or office supplies or equipment.

Emergency Medical Technician

Highland Hospital - Scottsboro, AL

April 1998 to October 2008

Administer first aid treatment or life support care to sick or injured persons in prehospital settings.

Perform emergency diagnostic and treatment procedures, such as stomach suction, airway management, or heart monitoring, during ambulance ride. Immobilize patient for placement on stretcher and ambulance transport, using backboard or other spinal immobilization device.

Maintain vehicles and medical and communication equipment and replenish first aid equipment and supplies.

Assess nature and extent of illness or injury to establish and prioritize medical procedures.

Communicate with dispatchers or treatment center personnel to provide information about situation, to arrange reception of victims, or to receive instructions for further treatment.

Comfort and reassure patients.

Decontaminate ambulance interior following treatment of patient with infectious disease and report case to proper authorities.

Operate equipment, such as electrocardiograms (EKGs), external defibrillators, or bag valve mask resuscitators, in advanced life support environments.

Drive mobile intensive care unit to specified location, following instructions from emergency medical dispatcher.

Coordinate work with other emergency medical team members or police or fire department personnel.

Attend training classes to maintain certification licensure, keep abreast of new developments in the field, or maintain existing knowledge.

Education

Northeast Community College - Rainsville, AL
June 1997

High School Diploma in General

Pisgah High School - Pisgah, AL
May 1986

Skills

- Citizens Police Training, Womens Gun Saftey Class
- EMT Experience
- Triage
- EMR Systems

Certifications and Licenses

EMT-Basic

January 2010

CPR, AED, First Aid, ACLS.

February 2016

Additional Information

Skills

Communications Public Safety Security.
Transportation Judgment and Decision Making
Programming Critical Thinking,
Persuasion Clerical
Learning Strategies