**SUMMARY**

Dedicated and highly energetic, outgoing and detailed-oriented, able to comply with rules and regulations while handling multiple responsibilities with a keen eye for detail, seeking Healthcare and, customer service. I am also seeking to try new things, forwarding different positions far as my related job experience

**CERTIFICATIONS:**

Standard CPR/AED (Adult, Child, Infant)

Automated External Defibrillator (AED)

Certified Pharmacy Technician

JOHNS HOPKINS UNIVERSITY- Covid 19 Contact Tracing Certification

5-6 Hours Completion

**SKILLS/ABILITIES:**

Active Listener, Friendly, Outgoing, Team Player, Organized, Dependable, Hands On, Self Sufficiency, Professionalism, Customer Focus, Confidentiality, Committed, Loyal, Responsible

**EDUCATION:**

Career Technical Institute, GRADUATION DATE: 02/10/2019

Medical Assistant/ Associate Degree Allied Science Healthcare

Potomac Job Corps: Pharmacy Technician Student

**RELATED WORK EXPERIENCE:**

Consumer Direct DC/Services My Way 08/21/2021-Current

Home Health Aid/Nurse

I work from home full-time, helping assist my mom around the house helping her Bathe,

Clean, Cook, and Grocery Shop. I take care of my mom on daily basis making sure she takes

her medicine and she getting the proper care Im providing to her.

Maxim Healthcare Staffing – 04/07/2021- Current

Patient Care Technician

Works under the supervision of a Registered Nurse. I take temperature screenings

At front lobby, Check For Covid Symptoms, Help RN perform as-symptomatic testing on

School kids and help assist the nurse all around.

Flex-care Pharmacy/Compounding Setting 07/28/2020-4/6/2021

Pharmacy Technician

Bag and prep medications, answer phones, put in prescriptions, and work all around with pharmacist and technician..

For The Love Of Children

Administrative Assistant 08/2018 – 08/2019

office tasks, such as filing, generating reports and presentations, setting up for meetings, and reordering supplies. Providing real-time scheduling support by booking appointments and preventing conflicts

Decalo Weight Loss Clinic 07/2016 – 08/2018

Medical Technician

perform basic laboratory procedures, such as testing specimens and recording results, triage patients, bag medications, giving muscular injections and, pain management. Verifies patient information by interviewing patient; recording medical history; confirming purpose of visit; verifying patient charts and consent forms.

· Preparing treatment rooms for clinical examinations and assisting practitioners with medical procedures and other patient care.

· Secures patient information and maintains patient confidence by completing and safeguarding medical records; keeping patient information confidential.

· Counsels patients by transmitting physician's orders and questions about procedures.

· Maintains safe, secure, and healthy work environment by establishing and following standards and procedures; complying with legal regulations.

· Keeps supplies ready by inventorying stock; placing orders; verifying receipt.

· Keeps equipment operating by following operating instructions; troubleshooting breakdowns; maintaining supplies; performing preventive maintenance; calling for repairs.

Howard University Hospital

Medical Assistant 06/2018-08/2018 (Externship)

perform basic laboratory procedures, such as testing specimens and recording results, triage patients, IV Starter, bag medications, and interacting with patients.

Sunshine Early Learning Center

Substitute Teacher - 6TH ST SE 08/2016-01-2017

Read stories to the children and taught them painting, drawing and crafts

Managed housekeeping duties such as feeding infants, diapering, resting, cleaning up

Carefully monitored children’s play activities

**VOLUNTEER EXPERIENCE**

United Medical Center Senior Citizen Facility 2015-2016

Helped Clients in wheel chairs get around, Walk and Exercise

Played games, Feed/Bath, Take Vitals, Blood Pressure

Helped manage their abilities and saw what was best far as making clients happy

I helped my grandmother, she is 75 years old I feed, cook, clean and give her baths, take her trash out and keeps her house hold clean. She lives by herself so time to time I go down there and give her the love and support any other client or family member would want. I also threw a birthday party for her on her birthday which was in August she really enjoyed herself and was around positive people in the environment

**AWARDS:**

Employee of the Month, Excellent Attendance, Participation Awards, Outstanding Customer Service