

# AMHERST CANDIDATE #4

## SKILLS SUMMARY

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- Microsoft Word, Excel, PowerPoint
- Ability to communicate effectively with patients and staff
- Knowledgeable in general principles of first aid
- In-depth knowledge in health and safety policies and procedures
- Excellent working experience in customer care
- Ability to multi-task in hectic environments
- CPR & AED Certified/HIPPA Training
- Blood Borne Pathogens Training
- Blood Draws/Vitals

## EDUCATION

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Bryant & Stratton College, Amherst, New York

**AAS Degree: Medical Assisting – Graduation: April 2021**

### Related Coursework

- Anatomy & Physiology
- Medical Terminology
- Clinical Procedures
- Introduction to Healthcare
- Medical Laboratory
- Medical Office Systems/Electronic Records
- Healthcare Reimbursement/Billing Emphasis
- Pharmacology

### Coursework Outcomes

- Collaborate professionally and effectively with patients and healthcare teams
- Demonstrate and practice behavior consistent with the legal and ethical standards of the profession
- Demonstrate standard, quality, safety, and risk-reduction precautions in healthcare settings

## INTERNSHIP

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WNY Medical, Depew, New York

2020 – 2021

**Medical Assisting Intern – 160 Hours**

## EXPERIENCE

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### **Home Health Aide**

2012 – Present

Hospice of Niagara, Lockport, New York (4/2018 – Present)

Schofield Residence, Buffalo, New York (2018)

Willcare, Buffalo, New York (9/2012 -10/2018)

- Monitor patient condition by observing physical and mental condition, intake and output, and exercise
- Support patients by providing housekeeping and laundry services, shopping for food and other household requirements, preparing and serving meals and snacks, and running errands
- Assists patients by providing personal services, such as, bathing, dressing, and grooming
- Helps patients care for themselves by teaching use of cane or walker, special utensils to eat, special techniques and equipment for personal hygiene
- Work with family members regarding care for the patient by teaching appropriate ways to lift, turn, and re-position the patient.
- Record patient information by making entries in the patient journal and notifying nursing supervisor of changing or unusual conditions