

Dakisha Wilson

Green Bay, WI

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9205018275

Medical Assistant seeking long-term position with an employer where I can execute my education and training to assist the company to my utmost ability while further growing my skills.

Willing to relocate: Anywhere

Authorized to work in the US for any employer

Work Experience

Research Assistant

Bellevue Wellness - Wisconsin

January 2018 to April 2018

Over night Resident Assistance, Transferring client , Assisting with cares.

Patient Care Worker

Innovative services LLC - Green Bay, WI

June 2017 to December 2017

- Assisted nursing care team and licensed nursing staff in care of patients and outpatients whether it be in-home care, community living care, acute care, or sub-acute care.
- Notified shift RN, LPN, and Nursing Assistants of changes in nursing department, in patient conditions and relayed any problems to change nurse or Nurse Manager.
- Maintained an efficient working knowledge of all policies and procedures pertaining to Nursing Assistant position.
- Conducted hourly rounds to check on patients

Customer Services Rep

Alorica Call Center

November 2016 to May 2017

- Assist with placement of orders, refunds, or exchanges.
- Resolve customer complaints via phone, email, mail, or social media.
- Use telephones to reach out to customers and verify account information.
- Advise on company information
- Take payment information and other pertinent information such as addresses and phone numbers
- Place or cancel orders.

Patient Care Assistant

Mississippi Department of Rehabilitation Services - Madison, MS

May 2016 to October 2016

- Provided care to adult and geriatric patients according to the planned care of a Registered Nurse.
- Reported to superiors
- Performed basic nursing care: bathing, shaving, hair care, eye care, detection and initiation to prevent illness.

- Assisted in rehabilitation care of clients.
- Reported basic observations of residents to the Registered Nurse including: changes in vital signs, level of consciousness or mental status, and maintained accurate records of patients.

Medical Assistant Externship

Community Health Clinic - Forest, MS

July 2016 to September 2016

- Scheduled patient appointments and answered calls
- Acquired vital signs and recorded data
- Performed venipunctures, capillary sticks, and EKGs
- Prepared patient exam rooms and maintained a sanitized environment

Patient Care Assistant

Faith & Hope Independent Living, LLC - Jackson, MS

August 2015 to March 2016

- Assisted nursing care team and licensed nursing staff in care of patients and outpatients whether it be in-home care, community living care, acute care, or sub-acute care.
- Notified shift RN, LPN, and Nursing Assistants of changes in nursing department, in patient conditions and relayed any problems to change nurse or Nurse Manager.
- Maintained an efficient working knowledge of all policies and procedures pertaining to Nursing Assistant position.
- Conducted hourly rounds to check on patients

Education

Diploma in Nursing

Northwest Technical College - Wisconsin

August 2017 to March 2020

Diploma in Medical

Virginia College - Jackson, MS

September 2016

Skills

- COLLECTIONS (Less than 1 year)
- CREDIT (Less than 1 year)
- CUSTOMER SERVICE (Less than 1 year)
- DATA ENTRY (Less than 1 year)
- FILING (Less than 1 year)

Additional Information

CLINICAL SKILLS & QUALIFICATIONS

- Conduct and document patient assessments & procedures to include vital signs, EKG's, etc.
- Administered blood draws, urine analysis collections, vaccinations, and finger sticks.

- Prepare biohazard specimens for transport in accordance to regulations
- Administer medications per Physician orders via oral, inhalation, topical, injections, etc.
- Maintain proper clinical hygiene including sanitization, disinfection & sterilization
- Conducted excellent communication and customer service skills
- Answered phones, schedule appointments, maintained follow-up with clients, performed data entry, filing, etc.
- Experience in prepping a sterile field for minor to major medical procedures
- HIPAA Standards