

# Raemone Fleming

Green Bay, WI 54303

[raemonefleming4\\_a52@indeedemail.com](mailto:raemonefleming4_a52@indeedemail.com)

920-810-9801

Dependable, hard-working team player seeking a Medical Assistant/CNA position in a fastpaced environment that will foster individual growth as well as that of the organization, while cultivating and developing existing skills.

Authorized to work in the US for any employer

## Work Experience

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### **PCT (Patient Care Technician)Advance**

Winnebago Mental Institute

January 2019 to December 2019

Report/document observation of patients, monitor patient interaction in order to maintain safe environment, enforce theoretic environment, ensure patients are using their coping skills if any or help them to come up with some to use when feeling unsafe to self or others, putting safety first at all times, patient care as needed, maintain records/charting, be able to work as a team, vitals if needed or directed by RN, report incidents if any, monitor phone calls when needed.

### **Assistant Manager**

Creative healthcare Solutions

March 2017 to September 2018

03/2017-09/2018 directly responsible for management of the household functions and client's health care in a group home setting of adults, cash management, staff trainings/schedules, create healthy meals plans, schedule appointment, fax, email, Microsoft word, excel sprees sheets, power point, update patient files and medical record, attend meetings speak with guardian etc.

### **Health Unit Coordinator/Patient Care Assistant**

Froedtert & Medical College of Wisconsin

August 2016 to January 2017

Receiving new patients, collecting medical records, ordering supplies, coordinating patient schedules Graphing vital signs readings, Preparing forms for admission and discharge, completing newborn screen cards, answering phones, paging doctors in timely matter, Customer focused, time management, organized, situational awareness, critical thinking, problem solving, observational, use of many different programs Epic, Roland's to enter nurses in paging system, Responder 5, Microsoft word, Excel, Outlook, preforms routine service duties and assistive tasks necessary to provide for care, comfort and safety of patient, perform and record vital signs, height and weight, accurately calculate and record weight gain/loss and fluid intake/output, maintain a clean and safe resident environment, D/C catheter/IV line, completed Blood Sugars, Bulli Draws, use of bed warmers, performed Hearing screens on infants, Pulse ox machine

Three Pillars

CNA Rehabilitation unit March 2016-July 2016 help patients to return home after surgeries, perform ROM, perform and record vital signs, height and weight, accurately calculate and record weight gain/

loss and fluid intake/output, maintain a clean and safe resident environment, recognize abnormal changes in body functioning and the importance of reporting such changes to a supervisor, perform palliative and post-mortem care, perform routine care rounds on each assigned resident, at minimum, every two hours or whenever needed, answer call lights at a timely manner, Catheter care, oxygen care, appropriately use Sara steady lifts, sit to stand, and Hoyer's.

The Virginia Health and Rehabilitation

### **reporting such changes to a supervisor**

CNA

June 2015 to November 2015

June 2015- November 2015 perform and record vital signs, height and weight, accurately calculate and record weight gain/loss and fluid intake/output, maintain a clean and safe resident environment, recognize abnormal changes in body functioning and the importance of reporting such changes to a supervisor, perform palliative and post-mortem care, perform routine care rounds on each assigned resident, at minimum, every two hours or more.

### **Direct Support Professional/ Caregiver**

Genesee Lake School - Oconomowoc, WI

February 2014 to January 2015

Assist in the classroom during school hours or assist as a job coach in a vocational setting, Assist in treatment development and implementation, Assist students with daily living skills and self-care management, Escort and supervise students on field trips and community activities--such as sporting events, shopping, movies, trips to the zoo, Build a relationship of trust and respect with our students and act as a role model for them, Monitor and supervise our students, Preparing meals, Light household duties, Transporting residents to school, work, appointments, etc. passing medication, obtaining vitals, monthly weights, specimen collection, recording intake/output, and providing patient cares as needed.

Staff One Milwaukee, WI

Patient Service Rep June 2013- October 2013 Verify insurance, schedule appointments, check/out patient's/answer phone calls, send messages through epic to doctor/nurse, release labs, filing, chare slips, enter patient registration in computer, printing of avs, and much more.

A loving Home Brookfield, WI

Resident Assistant November 2012- June 2013 Responsibilities include Providing patient care, support, passing medication, assisting with daily cares, and light housekeeping, and obtaining vitals, monthly weights, specimen collection, recording intake/output, and providing patient cares as needed.

On Assignment (Wheaton Franciscan), Milwaukee, WI

Medical Receptionist, April 2011-November 2011 Responsibilities include answering phones, filing, greeting patients, helping where needed around the office, taking messages, and helping with clerical duties, Pepi training.

### **Office Manager**

Klug Community Center, West Allis - Milwaukee, WI

March 2004 to May 2009

Mclver Foot Clinic, Milwaukee, WI

Medical Assistant Clinical April 2009 Responsibilities included rooming patients, obtaining patient histories and vital statistics, charting, assisting in minor office surgeries, phlebotomy, administering injections, specimen collection and analysis, performing electrocardiograms, verifying insurance, scheduling, answering a multi-line phone system, and sterilizing exam room and instruments.

Ms. Emma's Tender Care, Milwaukee WI

Office Manager, March 2004 - May 2009 Responsibilities include creation of student lesson plans/ enriching activities, filing, arranging letters to be sent out, some data entry, parent-staff liaison, completion of detrimental administrative documentation, receiving/directing visitors, management of employee payroll, scheduling, dietary planning, meat preparation, field marketing, and site maintenance. Faxing/Copying, Used Microsoft word, excel, PowerPoint, and access, Klug Community Center, West Allis, WI

### **Caregiver**

February 2002 to August 2006

Responsibilities included providing patient care, obtaining vital statistics/weight, specimen collection/ analysis, recording intake and output information, providing patient/resident personal hygiene and comfort.

## Education

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### **Diploma in Medical**

Kaplan College - Milwaukee, WI

April 2009

### **High School Diploma**

Continental Academy

2005

## Skills

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- Front Desk
- EKG
- CNA
- CPR
- Medical Records
- CNA
- EKG
- Front Desk
- Medical Records
- Medical Terminology
- Microsoft Word
- Vital Signs
- Filing
- Customer Service
- Microsoft Excel
- Microsoft Office

- Microsoft Outlook
- Catheter Care
- Medical Receptionist
- Medical Office Experience

## Assessments

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### **Customer Focus & Orientation — Highly Proficient**

March 2020

Responding to customer situations with sensitivity.

Full results: [Highly Proficient](#)

### **Nursing Aide Skills — Expert**

January 2020

Providing nursing aid to patients using knowledge of relevant equipment and procedures.

Full results: [Expert](#)

### **Reliability — Highly Proficient**

December 2019

Tendency to be dependable and come to work.

Full results: [Highly Proficient](#)

### **Nursing Aide Skills — Proficient**

July 2020

Providing nursing aid to patients using knowledge of relevant equipment and procedures.

Full results: [Proficient](#)

### **Customer Focus & Orientation — Highly Proficient**

March 2020

Responding to customer situations with sensitivity.

Full results: [Highly Proficient](#)

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

December 2019

Tendency to be dependable and come to work.

Full results: [Highly Proficient](#)

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