

Dakisha Wilson

Green Bay, WI

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9203709270

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

Certified Nursing Assistant

Crossroads Care Center - Green Bay, WI

November 2019 to June 2020

Cleaning, bathing, grooming, feeding, transferring, Cather care

Patient Care Technician

Marla Vista Senior Living - Green Bay, WI

January 2018 to November 2019

Feeding, grooming, transferring, caring, toileting.

Patient Care Worker

Innovative services LLC - Green Bay, WI

November 2016 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

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)
- CNA
- Certified Nursing Assistant
- Cna Certified
- Medical Assisting (1 year)
- Vital Signs
- Venipuncture

Certifications and Licenses

CPR

Certified Nursing Assistant (CNA)

Medical Assistant

September 2016 to Present

Administrative Role

- Answer phones and greet patients
- Scheduling appointments
- Filing and updating patient's medical records
- Communicating with laboratories and insurance companies
- Planning hospital visits and admitting patients
- Ordering both medical and office supplies
- Accounting, billing, and bookkeeping tasks

Clinical Role

- Communicating medical procedures to patients
- Preparing patients for examination
- Sterilization of medical equipment
- Assisting physicians
- Drawing blood and giving injections
- Performing lab and diagnostic tests
- Completing electrocardiograms (EKGs or ECGs)
- Changing dressing bandages and removing sutures

Phlebotomy

September 2016 to Present

- Verify patient identity by crosschecking medical records and patient wristband
- Perform venipuncture using specialized medical instruments such as hypodermic needle to obtain blood specimen
- Maintain the integrity of collected samples by applying aseptic techniques and complying with isolation procedures
- Conduct bedside glucose test to assess glucose levels and report to physician
- Carry out bleed-time tests to alert a pathologist when results fall below standard
- Comply with departmental procedures and testing schedule to maintain quality results
- Document all phlebotomy operations from collection to analysis and diagnosis
- Transfer blood specimen into tubes and label appropriately
- Explain to patients the details of a procedure to address their concerns and reassure them
- Administer intramuscular and subcutaneous injections within boundaries of licensing
- Perform hemoglobin tests to ensure healthy levels of iron in donor blood
- Ensure the safety, health and comfort of plasma or blood donors during and after a procedure
- Carry out saline flushes and dispense anticoagulant drugs through intravenous lines
- Present reports and results of an analysis to a physician for interpretation and diagnosis
- Train and supervise the activities of trainee phlebotomists.

Assessments

Nursing Aide Skills — Expert

February 2020

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

Full results: [Expert](#)

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

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