**DELILAH ORTIZ-HASSARATH**

Email: Dhassarath11418@gmail.com

Phone: (347) 534-6574

**OBJECTIVE:** **To obtain a challenging position that will allow me to utilize my skills and experience in a health- related and/or non-health related setting.**

**EDUCATION: Lehman College** Bronx, NY

**The City University of New York**

**Pre-Professional Anthropology, Biology and Chemistry BS**

**Psychology, BA Expected Graduation 08/2021**

**Outreach Training Institute: CASAC-T: 350 Hours 12/18 – 3/19**

**Queensborough Community College (QCC)** Bayside, NY

**The City University of New York**

**Associates Degree in Liberal Arts & Science** **08/2016 GPA**: **3.35**

**Membership:** Collegiate Science Technology Entry Program (CSTEP), Since Fall 2014

**Bramson Ort College** Forest Hills, NY

**A.A.S Medical Sciences June, 2011 GPA: 3.85**

**A.A.S Pharmacy Technician June, 2012 GPA: 3.88**

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**LICENSURES & CERTIFICATION**

**N.Y. Institute of HealthCare Careers, Inc., C.N.A., 01/2012**

**National Association of Medical Professional, N.C.P.H.T., 01/2012**

**Medical Assistant Certificate with Phlebotomy, Forest Hills, 06/2012**

**N.H.A. CCMA Certification: 08/31/2010 - 08/31/2020**

**CASAC –T OASAS: 06/2019 – 04/2024**

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**PROFESSIONAL EXPERIENCE:**

07/2020-Present **UW-Health: UW Hospital and Clinics F/T** Madison, Wisconsin

***CMA/ COV Technician***

* Place orders for COVID test and/or vaccine
* Schedule patients for COVID test and/or vaccine
* Accurately input patient information and confirm patient identity at drive through clinic
* Conduct salivary or nasopharyngeal testing for pre-procedure and symptomatic patients
* Conduct routine Cystic-Fibrosis testing Cystic-Fibrosis patients
* Prepare and administer COVID-19 vaccine (Pfizer)
* Monitor patient’s post-immunization for adverse reaction
* Provide BLS to patients experiencing adverse reaction, transfer care
* Provided Patient education related to vaccination and side effects
* Communicated with laboratory processing to ensure timely results for patient

04/2018-Present **Irving Place Surgical & Wellness Center F/T** Irving Place, New York

**The Recovery Spot**

***CCMA Ketamine Infusion Assistant / CASAS-T / TMS Technician/ Counselor***

* Setup OR for Ketamine Infusion via IV
* Connect Patient on EKG, Oxygen, Pulse Oximeter, venipuncture
* Assist Doctor during infusion,
* Monitor and document patient BP during procedure
* Counsel patient after procedure, Coordinate multidisciplinary care and patient service
* Assisted in BOTOX injection, B/L Tesi, Ankle Block, Cervical Epidural
* Set up and Preform TMS (Transcranial Magnetic Stimulation)
* Provided Patient education related to treatment and side effects
* Accurately input patient information, charge and email/ print receipt on Phreesia
* Scrub surgical site/prep for podiatric surgery, provided sterile instruments to the surgeon, prepare the patients for surgery by cleaning and shaving the skin, transferring the patient to the operating table, sterilizing the instruments, maintaining the cleanliness of the operating room
* Performed telephone triage regarding patient’s health concerns, treatment, tests, and side effects.

11/2016 – Present **Life W.O.R.C P/T** Flushing, NY

***Direct Support Counselor / Community Habilitation Counselor /ABA Therapist***

* Ensure that all activities enhance and support each program participant’s social responsibility, independence, dignity and continued growth.
* Coordinate evacuation and ensures safety in actual emergencies and fire drills
* Responsible for crisis intervention and incident reporting procedures
* Act as a role model for people served in various settings/situations
* Responsible for monitoring and recording progress on daily checklists, any behavior contracts, quarterly summaries, monthly goal forms and progress notes, family contact log, monthly and daily recreation reports, clothing and personal effects inventory. Also responsible for entering consumer data documentation in the Avatar system
* Administered medication and/or monitored self-administration of medication and controlled substances as a certified AMAP. This includes documentation of the computerized EMAR (Electronic Medication Administration Record) system, where applicable. Acts as a role model for people served in various settings/situations
* Meets routinely with people served and the management team to review goal progress, identify participant needs and update program plans.

05/2018-5/2019 **Well Life Network F/T** Garden City, NY

***Community Habilitation Support Staff /Direct Support Counselor***

* Assist Children and Adult with Autism Spectrum Disorders, Cerebral Palsy, DD, assist in ADL skills as required SCIP Certified, AMAP Certified, CPR First Aid
* Provide in-home patient care for developmentally disabled and geriatric patents, utilize HOYA lift
* Non-verbal and non-ambulatory patient population, Bath, groom, and assist patients with daily living activities
* Assist individuals in planning, coordinating and attending community/inclusions activities within their local neighborhoods and surrounding community.
* Provide training and support for each individual in accordance with Community Habilitation Plans.
* Assist patient to integrate into the community, assist improving personal financial management
* Assist in improving socialization skills, and improving time management skills

11/2014- 08/2017 **Anatomy & Physiology P/T Lab Assistant**  Bayside, NY

***QCC Biology Department***

* Set up lab chemicals, maintain cleanliness of laboratory, sterilize all experiment tools
* Facilitate communication between faculty and students
* Compile and distribute the necessary student course materials

1/2016-5/2016 ***Research:* Peer Led DNA Barcoding Project** Bayside, NY

***Science Technology Engineering Math (STEM) QCC***

* + - Extracted chromosomal DNA from herbal supplements
    - Preformed basic Polymerase (PCR) method, how single/multiple copies of DNA can be amplified
    - Gel Electrophoresis, Gradient PCR, Sequencing Data Analysis

05/2016-05/2017 **Advantage Care Physicians**

***Medical Assistant, Multi-Office, Multi-Specialty Floater TEMP*** Forest Hills, NY

* Internal Medicine, Dermatology, OB-GYN, Ophthalmology,
* Wound Care, Podiatry, Pediatrics, Endocrinology, Otolaryngology
* Urology, Family Practice, General Surgery. Gastroenterology
* Sanitize and maintain the premises of wound care neat, clean and hygienic.
* assisted in endoscopy exam,
* Treating skin reactions, Preventing skin breakdown, assisted in mole removal, changing sterile dressing,
* provided pre- and post-operative care, perform skin cancer screenings and assist with biopsies
* Prepared specimens for lab work and provide follow-up consultations with patients.
* Treating and managing vascular ulcers, pressure ulcers, and diabetic ulcers
* Assessed and help treat draining wounds and fistulae
* EKG, Stress Test, Holter Monitor, BP, Vitals, EMR, Meaningful Use, make appointments, Hemoglobin test, Glucose test, head circumference, audiometry, and vision testing
* Assisted with gynecological duties such as pelvic exams, pap smears, and breast exams.
* Pulmonary test, urinalysis, Fecal Occult Blood Test, send out specimens for testing. Follow-up with patients for appointment scheduling

05/2013- 05/2016 **Medical Assistant (CCMA)** Howard Beach, NY

***Dr. Susan G. Love & Dr. Dolly Manvar Allergist Office***

* Greeted patients, answered phones
* Verify insurance, schedule appointments
* Sort incoming/outgoing mail
* Collect co-pays, write out deposit slips for patient & insurance checks
* Maintain monthly inventory check & orders
* Measure vitals, record medical history & medications in EMR
* Whirlpool, surgical tray setup, prepared patients orthotics casting, diabetic foot care
* Wrap instruments autoclaving, sterilize instruments & rooms, maintain stock
* Preformed laser treatment for nail fungus, assist physician with surgical procedures
* Pulled out and set up charts for Allergist, help set up patients for testing, Collect Co-pay, Tally Monies at end of day

05/2012-11/2013 **Premier Internal Medicine** Richmond Hill, NY

***Temporary CCMA***

* Worked with triage patients, measured vitals, EMR, PFT, Coumadin check, Venipuncture, EKG
* Assisted cardiologist, Holter monitor, electroencephalogram (EEG), injections, urinalysis, patient care
* Prepared blood for laboratory tests, gave patients injections as directed by the physician
* Collected laboratory specimens
* Maintained patient electronic and charted medical record
* Conducted Vestibular Auto Rotational Test (VAT)

09/2010-10/2012 **Cross County Pharmacy P/T** Harlem, NY

***Certified* *Pharmacy Technician NCPHT***

* Receive written prescription or refill requests and verify that information is complete and accurate.
* Maintain proper storage and security conditions for drugs. Receiving inventory, stock, answer incoming calls. Assist customers by answering simple questions, locating items or referring them to the pharmacist for medication information.
* Clean, and help maintain equipment and work areas, and sterilize glassware according to prescribed methods. Order, label, and count stock of medications, chemicals, and supplies, and enter inventory data taken into the computer.

02/2010-02/2012 **Medical Assistant / Supervisor P/T** Queens, NY

***Med link***

* Handled blood and urine samples taking vitals, phlebotomy, EKG
* Data entry, filed/pulled charts, confirmed appointments
* Triaged interfaced with several medical laboratories/assisted physician
* Managed venipuncture, administered stress tests on patients, Holster Monitors, administered pulmonary function tests

12/2006-08/2013 **AR/AP Administrative Dental** **Assistant P/T** Maspeth, NY

***Maspeth Dental/Lincoln Dental***

* Receptionist
* Processed insurance claims at dental practice, verified insurance
* Made appointments, filed charts, entered data utilizing proprietary Easy Dental software
* Performed AR/AP; sent out delinquent account notices

08/2004-10/2006 **Administrative Assistant** New York, NY

***John J. Grogan and Associates***

* A/R, A/P, Processed electronic property managements/Rental checks/debit submittals and agency check requests, Sent out rental bills & payments to residents, Deposited large checks on a regular basis

**SKILLS:** Proficient in Microsoft Word, Excel, Power Point, dedicated, punctual, hardworking individual, interpersonal, and team player. EMR: Practice Fusion, EPIC, E- Clinical, Phreesia

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**VOLUNTEER SERVICES**

Catholic Newman Center, 03/ 2016

P.S. 100 Q, 01/1997-06/2009

P.O.T.S (Part of the Solution) Bronx, NY 2018-2019: Lehman College: Student Life Activities Several event:

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References Available On Request