



# SHAKEISHA

# HOLLIDAY

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 440 Marechal Ln, Florissant  
MO, 63031

## SKILLS

- Microsoft Office
- ICD-9 and CPT Designations
- HIPPA Guidelines
- First Aid/CPR
- Team Leadership

## EDUCATION

**Ashford University**  
San Diego, CA - April 2020 - Present  
**Master of Science - Healthcare**  
Administration

**Ashford University**  
San Diego, CA – April 2016 – March  
2020  
**Bachelor of Science:** Healthcare  
Administration

**Duraby**  
Saint Louis • 2012

**Certification in Certified**  
**Nursing Assistant**

**Sanford Brown**

## PROFESSIONAL SUMMARY

Medical Assistant/staffing coordinator with 8 years of experience in healthcare. Driven and motivated to help organizations thrive. Skilled in prioritizing and completing tasks independently. Extensive experience with Microsoft office and Excel.

## WORK HISTORY

### **OAKWOOD ESTATES NURSING AND REHAB - STAFFING COORDINATOR/MEDICAL RECORDS** APRIL 2021 - PRESENT

- Scheduling for nursing staff
- Handling incoming calls and other communications
- Quality assurance checks
- Faxing
- Scanning
- On call 24 hours
- Maintaining employee files
- Managing patient health files
- Filing records
- Assisting in audits
- Pulling old/new records
- uploading documents into PCC

### **The Pillars Of North County – Staffing Coordinator/Medical Records** June 2020 – March 2021

- Scheduling for all nursing staff
- Handling incoming calls and other communications
- Quality assurance checks
- Faxing
- Scanning
- On call 24 hours
- Maintaining employee files
- managing patient health files
- filing records
- assisting in audits
- Pulling old/new records
- uploading documents into Matrix

### **Full Circle Home Care Missouri – Office Assistant** January 2019 – June 2020

- Scheduling
- Handling incoming calls and other communications
- Quality assurance checks

***Certification in Medical Assisting***

- Faxing
- Scanning
- Interviewing candidates
- On call 24 hours
- Maintaining employee files
- Running background checks
- Monthly home visits
- Signing up new clients
- Recording information as needed
- Updating paperwork, maintain documents and word processing
- Helping organize and maintain office common areas
- Greeting clients and visitors as needed
- scheduling and planning meetings and appointments
- coordinate with other departments to ensure compliance with established policies

**Albert Consulting Group - Medical Assistant**

February 2019 – December 2019

- Prior Authorizations
- Scanning and faxing daily reports
- Liaise with insurance providers on behalf of patients
- Record and update patient information into hospital database
- Scheduling and making follow up appointments daily
- Ordering MRI's and X-Rays
- Called and faxed pharmacies to submit prescriptions and refills.
- Took and recorded patients vital signs

**Mercy Pediatrics - Medical Assistant**

*January 2018 – January 2019*

- Drawing and administering injections over 50 per day
- Scanning and faxing daily reports
- Updated inventory, expiration and vaccine logs to maintain current tracking documentation.
- Assisted with collecting and processing specimens.
- Obtaining medical histories
- Preparing and administering medications to alleviate patient symptoms.
- Preparing blood, urine, stool, and sputum lab specimens for diagnostic evaluation.
- Testing and recording blood glucose levels.
- Sanitized, restocked, and organized exam rooms and medical equipment.
- Scheduling and making follow up appointments daily

**Albert Consulting Group - Medical Assistant**

*October 2016 – January 2018*

Drawing and administering injections over 20 per day

- Prior Authorizations
- Scanning and faxing daily reports
- Obtaining medical histories
- Preparing and administering medications to alleviate patient symptoms.
- Preparing patients for X-rays, electrocardiograms, suture removal and dressing changes.
- Performing clerical duties, such as word processing, data entry and answering phones
- Preparing blood, urine, stool, and sputum lab specimens for diagnostic evaluation.
- Sanitized, restocked, and organized exam rooms and medical equipment.
- Scheduling and making follow up appointments
- Called and faxed pharmacies to submit prescriptions and refills.

