

Brenda Bih

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Seeking a position for Health Unit Coordinator with a reputable healthcare facility where hard work is rewarded and appreciated.

Skills and Proficiency

- Good team player
- Computer proficient
- Ability to work with little or no supervision
- Good communication skill
- Ability to multitask
- Ability to pay attention to detail

Health Unit Coordinator Skills

- Transcription of physician orders
- Scheduling, coordinating test and procedures
- Communicating information to the patient care team members
- Welcoming and directing the flow of patients and visitors
- Maintenance of patient chart and other records
- Keeping track of patients data such as admissions, discharge, and transfers
- Ordering unit and other supplies
- Entering patients charges

Nursing assistant skills

- Assisting clients with activities of daily living (ADLs)
- Vital signs measurement
- Ambulating patients with gait belts
- Ability to recognize and report changes in client conditions
- Patient transfers using different mechanical lifts

Authorized to work in the US for any employer

Work Experience

CNA - Certified Nursing Assistant

Regency Hospital - Golden Valley, MN

September 2017 to Present

Assisting patients with activities of daily living

Ability to recognize and report changes in patient condition

Ability to take accurate vital signs

Transfer patients with the use of mechanical lift like Hoyer
Ambulate patients with the use of gait belt
Turning and repositioning patients every two hours

Northridge Health and Rehab - New Hope, MN
2017 to 2018

Caring Sisters Home Care Services - Saint Louis Park, MN
2015 to 2017

2013- 2015

Education

Hennepin Technical College
2019

Longla Comprehensive High School
1989 to 1995

Skills

- Hospital
- Vital Signs
- Home Care

Certifications and Licenses

CNA

CPR Certification