# ASHLEY ZAMORA

# 970-518-8781

# Ashleyz86@aol.com

## Professional Summary

Motivated LPN with a highly effective communication style. Efficient worker who demonstrates strong time management and prioritization skills. Interested in a position in a top-notch nursing facility.

**Skills**

Data entry Dementia and Alzheimer's knowledge

Critical thinking Compassionate

Organizational skills Efficient and reliable team player

Meticulous attention to detail Adaptable

## Work History

###  LPN

**Sava Senior Care** – Windsor, CO

Maintained accurate records of patient care, condition, progress and concerns. Monitored vital signs, such as blood pressure and pulse.

Responded appropriately to the physical, emotional and developmental needs of patients. Assisted patients with bathing, oral hygiene, grooming, feeding and elimination.

Performed clerical duties, such as word processing, data entry, answering phones and filing.

### Medical Assistant

A Step Ahead Foot and Ankle Center – Loveland, CO

Record patients’ medical history and vital statistics.

Authorize drug refills and provide prescription information to pharmacies

Explain treatment procedures, medications, diets, or physicians’ instructions to patients.

.Perform general office duties, such as answering telephones, taking dictation, or completing insurance forms.

### Book keeper

**M. C. Oil Transportation** – Gill. CO

Generated invoices upon receipt of billing information and tracked collection progress.

 Adhered to all related company policies and government regulations.

Examined, categorized and sorted incoming documents. Maintained physical and computer-based filing systems.

## Education

### Concorde Career College – Aurora, CO

**Northern Colorado High School** - Greeley, CO

03/2010 to Current

06/2016 to 12/2017

01/2004 to 01/2010

## ~~Certifications & Licenses~~

Licensed Practical Nursing

Certified Nurses Aide

IV certified

BSL/CPR