

Melissa Jenkins

Rushville, MO 64484

melissajenkins756_59u@indeedemail.com

+1 816 558 1290

Authorized to work in the US for any employer

Work Experience

Sterile Processing Technician

Liberty Hospital - Missouri

October 2021 to Present

Sterilize all instruments for the OR to use daily. Prep all caskets and make sure they are with the correct baskets with instruments.

Medical Assistant

Northwest Health Services

January 2019 to October 2021

I work in a doctor office, talking with patients on what is going on and why they are being seen. Taking vitals and reporting back to the LPN and my DR. I draw blood, give injections, do basic in house testing, write reports, and get basic information from each patient.

Caregiver/Personal Assistant

All Saints Home Care - Atchison, KS

November 2019 to December 2020

One on one care with people in their homes. Assisting with shopping, laundry, house cleaning, and some personal care.

Patient Care Assistant

Mosaic Life Care - Saint Joseph, MO

July 2018 to December 2018

I took care of 10-12 patients, helping with personal care and transporting, reporting back to my RN.

CNA

Highland Rehabilitation and Nursing Center - Highland, KS

May 2017 to June 2018

nursing home certified nursing assistant role.

Education

Associate in Nursing

North Central Missouri College - Trenton, MO

June 2020 to Present

High school or equivalent

Benton High School - Saint Joseph, MO

January 2017 to December 2017

Skills

- Vital Signs
- Injections
- EMR
- Patient Care
- CPR
- EKG
- Microsoft Word
- Venipuncture
- CPR Certified
- Phlebotomy
- Receptionist
- Scheduling
- EHR
- Medical Records
- Meal Preparation
- Medical Office Experience
- Caregiving
- Laboratory Experience
- Laundry
- Meal Preparation
- Medical Office Experience
- Triage
- Hospital Experience
- Clerical Experience
- Insurance Verification
- Nursing
- Medical Terminology
- Medication Administration
- Home Care
- Cerner
- Computer Operation
- Computer Skills
- Anatomy Knowledge
- Physiology Knowledge

- ICD-10
- HIPAA
- Personal Assistant Experience
- Medical Scheduling
- Phone Etiquette

Certifications and Licenses

CNA

March 2016 to March 2021

Medical Assistant

January 2019 to Present

Currently working as an MA. Give injections, draw labs, run urine, vitals, and room patients. Along with help with procedures.

EMT

I did go through the EMT program, but did not take boards.

Basic Life Support (BLS)

May 2019 to May 2021

CPI

October 2019 to Present

CPR

Certified Nursing Assistant (CNA)

First Aid Certification