



Professional Summary

Conscientious Healthcare professional offering over 4years of experience in fast-paced settings. Competent in organizing charts, preparing patient rooms and supporting diagnostic processes through laboratory testing and medication administration. Positive and upbeat with excellent communication skills.

Detail-oriented and knowledgeable, skilled at completing patient-facing and office-based tasks by applying strong multitasking and organizational abilities. Independent worker with extensive medical experience and fastidious nature dedicated to optimal patient care. Conversational swahili abilities.

Work History

Evident Staffing - Trained Medical Assistant

Woodburn, MN

11/2019 - Current

- Documented vital signs and health history for patients in clinic and hospital environments.
- Gathered forms and copied insurance cards to collect patient information for billing and insurance filing.
- Promoted office efficiency, coordinating charts, completing insurance forms and helping patients with diverse needs.
- Collected pertinent data and calculations to aid physician in interpreting results.

AME Community Services - Translator

St Paul, MN

11/2018 - 11/2019

- Communicated effectively with clients to establish scope and requirements of translation, following up after submission of work to confirm satisfaction and understanding.
- Consulted specialized dictionaries, thesauruses and reference books to identify closest equivalents for nuanced terminology, words and phrases.
- Conferred with subject matter experts and other colleagues to establish precise understanding of specialized concepts.
- Maintained knowledge of developments in Swahili language to effectively update existing translations to meet contemporary trends in communication.
- Provided verbal summaries of non-English documents for immediate use.
- Translated documents
- Compiled information into glossaries and terminology databases.
- Applied cultural understanding to discern specific meanings beyond literal written words.
- Listened to video dialogue and developed translation into target language to prepare subtitle scripts.
- Replicated flow, style and overall meaning of original texts.
- Maintained message content, tone and emotion as closely as possible.

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Skills

- Fluent in swahili
- Business process understanding
- Proofreading skills
- Cultural expertise
- Document review
- Data Management
- Attention to Detail
- Teamwork and Collaboration
- Time Management
- Dependable and Responsible

Education

11/2019

Metro State

Associate Degree In Nursing:
Health Care