

Hello

Antanette Fullard

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Skills

Proficient in Microsoft Office (Word, Excel, Outlook, and Power Point), Type approx. 32 wpm, Familiar with Call Center Systems, Experience with fax machines, printers, scanners, able to navigate multiple computer screens while answering calls

Experience

2020-Current

BKA MEDICAL SAINT LOUIS, MO - *Certified Nurse Assistant*

- Turning or moving patients
- Gathering medical supplies
- Bathing patients
- Grooming patients by brushing their hair, teeth, shaving them, etc.
- Feeding patients and documenting their food and liquid intake
- Checking vital signs such as blood pressure and heart rate
- Answering patient calls
- Documenting information
- Cleaning rooms and bed linens
- Stocking supplies
- Assisting with some medical procedures
- Safety procedures
- Transporting patients
- Taking care of wounds

2019-2020

LOGISTICARE SOLUTIONS< SAINT LOUIS< MO - *Customer Service Representative II*

- Answer Inbound calls
- Verify member personal information (HIPAA LAW)
- Schedule and modify non emergency transportation
- Assist members with transportation questions and concerns
- Receive and document members concerns
- Maintain polite and courteous manner
- Build rapport with members
- Dispatch medical transportation

2016-2019

WAL-GREEN'S SAINT LOUIS,MO - *Shift Lead/Pharmacy Technician*

- Greet customers in friendly manner
- Count safe and cash drawers
- Complete assignments given to me by store manager
- Direct employees through their daily routine
- Assist in pharmacy by ring prescriptions
- Filled prescriptions
- Followed pharmacy guidelines through HIPAA
- Sort prescription in alphabetical order
- Verify customer information regarding prescription
- Assist in Store Maintenance
- Help customers any questions or concerns
- Responsible for closing of the store

Education

2009-2012

BEAUMONT HIGH SCHOOL, SAINT LOUIS,MO - *High School Diploma*

- Graduated with 3,5 GPA

References:

- Tanesha Moffat CNA 314-203-5866
- Amanda Danko CNA/CMT 314-688-8140

- Harold Mitchell SUPERVISOR 314-358-4524