

# Maria Nieto

Streamwood, IL 60107

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Authorized to work in the US for any employer

## Work Experience

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### **Licensed Practical Nurse**

Duly Health and Care - Hoffman Estates, IL

October 2021 to Present

### **Licensed Practical Nurse**

Alden Estates of Barrington - Barrington, IL

January 2021 to Present

Responsibilities include; admitting and discharging patients, assisting during physician rounds, assigning and delegating duties to CNAs. Providing resident care, performing ongoing assessing and planning of care.

### **Registered Medical Assistant**

Nephrology Associates of Northern Illinois and Indiana

April 2019 to Present

Responsibilities include checking in patients, verifying insurance, pre-authorizations for medications, surgical procedures and imaging. Responsible for medication refills based on facility policy. Responsible for rooming and taking accurate vitals and histories. Administration of medications in office, per doctors' order.

### **Certified Nursing Assistant**

Aperion Care

November 2018 to March 2019

Responsible for assisting residents with activities of daily living such as personal hygiene, meals, transferring using proper technique. Responsible for accurate charting.

### **Lead Registered Medical Assistant**

Greater Elgin Family Care Center

June 2015 to November 2018

Medical assistant to fast paced medical doctor. Duties included rooming patients, vitals, patient medical history, sterile set up of surgical fields, medication and vaccine administration. Responsibilities also included maintenance for monthly and weekly autoclave, and Clia waived testing. As lead medical assistant, responsibilities included training of new medical assistants, scheduling, inventory of medical supplies and vaccines.

### **Registered Medical Assistant-Externship**

Suburban Medical Center

May 2015 to June 2015

Responsible for both clinical and administrative duties. Clinical duties included rooming of patients, vitals, patient medical history, performance of EKG, administration of vaccines and medications. Administrative duties included verifying insurance, processing referrals, billing and appointment scheduling.

### **Customer Service Representative**

Customer Service Representative

February 2014 to May 2015

Answered inbound calls regarding customer logins, payments, refunds, benefits and cancellations. Responsible for resolving customer issues in an efficient and caring manner.

### **Certified Nursing Assistant**

Alden Valley Ridge

October 2013 to February 2014

Responsible for assisting residents with activities of daily living such as personal hygiene, meals, transferring using proper technique. Responsible for accurate charting.

### **Executive Administrative Assistant**

State Farm Insurance

October 2011 to October 2013

Personal assistant to insurance agent. Responsible for taking payments, scheduling appointments, submitted and assisted with customer's accident claims.

## Education

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### **Licensed Practical Nurse**

Ambria College of Nursing

August 2020

### **Certification in Medical Assistant**

Lincoln College of Technology

2015

### **Certification in Certified Nursing Assistant**

Elgin Community College

2013

### **High school diploma**

Elgin High School

2011

## Skills

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- EMR Systems
- Insurance Verification
- Patient Care
- Phlebotomy
- Vital Signs

- Laboratory Experience
- Medical Records
- Epic
- Venipuncture
- Medical Office Experience
- Triage
- Anatomy Knowledge
- Medical Scheduling
- Experience Administering Injections
- Computer Skills
- Physiology Knowledge
- Nursing
- Medical Terminology
- Clerical Experience

## Certifications and Licenses

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### **BLS for Healthcare Providers**

### **Certified Nursing Assistant (CNA)**

### **Registered Medical Assistant (RMA)**

### **Licensed Practical Nurse**

### **CPR Certification**

## Assessments

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### **Patient-focused care — Highly Proficient**

December 2020

Addressing concerns and using sensitivity when responding to needs and feelings of patients

Full results: [Highly Proficient](#)

### **Clinical judgment — Proficient**

December 2020

Assessing a patient's condition and implementing the appropriate medical intervention

Full results: [Proficient](#)

Indeed Assessments provides skills tests that are not indicative of a license or certification, or continued development in any professional field.