

# Erica Akpede

## **Certified Nursing Assistant/PCT**

LaGrange, GA 30241

[iamglo99@gmail.com](mailto:iamglo99@gmail.com)

470-727-2140

Willing to relocate: Anywhere

Authorized to work in the US for any employer

## Work Experience

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### **Nst/pct**

Grady Health System - Atlanta, GA

March 2021 to Present

1. Assists with direct patient care procedures and related tasks; checks in patients, assists in obtaining patient histories, takes vital signs, prepares charts, and assists with medical examinations.
2. Performs routine specialized procedures, such as venipuncture, catheterization, and sterile dressing changes under established protocols.
3. Maintains stocks of medicines and medical supplies as necessary.
4. Educates and advises patients on specified medical issues within established parameters.
5. May perform specialized procedures, such as urinary catheterization, phlebotomy and simple wound care, under strict protocol and procedural guidelines.
6. May coordinate office activities and perform a range of accounting and administrative functions in support of unit activities; may oversee student employees in specified tasks.
7. Practices safety, environmental, and/or infection control methods.
8. May recruit patients for studies and may participate in outreach clinical activities as required.
9. Performs miscellaneous job-related duties as assigned.

### **CNA - Certified Nursing Assistant**

Faith Health Care, Inc - Atlanta, GA

February 2020 to December 2020

- Worked in a hospital, nursing facility, nursing home and hospice
- Assisted 15 elderly and hospice patients daily
- Provided patients/residents with care and companionship
- Checked vital signs
- Delivered medication to clients
- Documented all care
- Helped patients with activities of daily life (ADL): bathing, grooming, dressing, exercising, walking, feeding and ROM exercises
- Made beds
- Performed post-mortem care, if needed

### **CNA - Certified Nursing Assistant**

PruittHealth - Franklin, GA

November 2016 to February 2020

Assist pt w/Adl's monitor and record vital signs.

Reliable, service-focused nursing professional with excellent patient-care and charting skills gained through 20 years of experience as a CNA. Compassionate and technically skilled in attending to patients in diverse healthcare settings. BLS and CPR certified (current).

Nursing Skills.

### **Certified Nursing Assistant**

Favorite Nurses - Atlanta, GA

May 2013 to October 2016

Reliable, service-focused nursing professional with excellent patient-care and charting skills gained through 15 years of experience as a CNA. Compassionate and technically skilled in attending to patients in diverse healthcare settings. BLS and CPR certified (current).

Nursing Skills

- Patient Care & Safety
- Diagnostic Testing
- Medical Terminology
- Electronic Medical Records
- Vital Signs & Patient Monitoring
- Medication Administration
- Privacy / HIPAA Regulations
- Patient Advocacy and Support

### **Unit secretary clerk-PCT/ Medical surgery unit**

Northside Hospital - Atlanta, GA

January 2013 to January 2016

- Prioritize tasks since I work for the entire team.
  - Making sure that Nurses and Physicians have everything in a timely manner.
  - Responsible for incoming message and making sure they're distributed in a timely manner to the appropriate party in an upbeat professional manner.
  - Acknowledging patients needs for, water, food, and medications and communicated to nursing staff.
- Clerical task filing, ordering medical supplies organizing forms and charts, keeping the unit station clean organized and free from clutter.

### **Certified Nursing Assistant**

Lavie Healthcare - Orlando, FL

April 2001 to December 2012

- Provided nursing assistance to residents in a 120-bed long-term-care facility.
- Assisted residents with activities of daily living including helping with meals, transferring using assistive devices, bathing, dressing and grooming.
- Displayed strong clinical skills in assessing vital signs, performing lab draws and glucose checks, and providing pre- and post-operative care.
- Adhered to safety guidelines; completed hospital's three-hour Patient Safety Training Program.
- Ensured the accurate, timely flow of information by maintaining thorough patient records and updating healthcare team on patients' status.
- Complied with HIPAA standards in all patient documentation and interactions

## Education

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### **Bachelor of Arts in General Studies**

Columbia College - Orlando, FL

2012 to Present

### **Certificate in Medical Assisting**

Florida Career College - West Palm Beach, FL

2005

### **None in clinical**

Academy for Practical Nursing and Health Occupations - West Palm Beach, FL

1999

### **AS in Health Information**

West Georgia Technical College - LaGrange, GA

January 2017

## Skills

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- ACCOUNTS RECEIVABLE (Less than 1 year)
- AUTO INSURANCE (Less than 1 year)
- CLAIMS (Less than 1 year)
- CODING (Less than 1 year)
- COLLECTIONS (Less than 1 year)
- Medical Records
- Experience Administering Injections
- EMR Systems
- Phlebotomy
- Vital Signs
- Infection Control Training
- Critical Care Experience
- Patient Care
- Laboratory Experience
- Venipuncture
- Triage

## Certifications and Licenses

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### **CPR**

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

## Additional Information

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### AREAS OF EXPERTISE

Clinical Medical Administrative

- Phlebotomy ● Patient Intake ● Triage
- Urinalysis ● Vital Signs ● Medical Coding
- EKG ● Injections (IV and IM) ● Insurance Claims
- Sterilization ● Dosage Calculation ● Collections
- Blood Tests ● Infection Control ● Accounts Receivable

### ADDITIONAL CAPABILITIES

- Patients' appointments, cancellations and enrollment
- Medical terminology
- Multitasking
- Computer: MS Office Applications, Internet and Email
- Typing Speed: 60 WPM