Ana Virginia Ahumada

200 Calle Cesar E Chavez St., Guadalupe CA 93434 – (805) 335 - 4888

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**QUALITIES**:

Effective working alone or as cooperative team member. Bilingual: English, and Spanish. Dependable, multi-tasking, punctual, organized, honest individual that is highly detail-oriented. Confident, outgoing, and a friendly demeanor. With an ability to learn processes quickly and accurately. Seeking employment within a stable organization to utilize my patient care skills and desire to grow professionally.

**EMPLOYMENT:**

08/2017- Present

 **Medical Assistant (April 2018-Present)**

**WEST DERMATOLOGY**

Accompany the Dermatology Nurse Practitioner in the room and promote a friendly and effective environment for patients, staff, and NP.

Room patients and document all vital information

Scribe for the Dermatology Nurse Practitioner

Provide post op wound care instructions to patients

Clean and stock the exam rooms

Send and refill prescriptions

Submit prior authorizations for biologics and other medications as needed.

Assist the Dermatology Nurse Practitioner with procedures such as:

* Excisions
* Biopsies – punch, DIF,and shave
* Electrodessication and curettage
* I&D
* Phototherapy
* Koh preps
* Patch testing
* Blue Light treatments

 **Medical Receptionist**

**WEST DERMATOLOGY**

Responsible for greeting patients, entering information into a medical computer system, preparing patient charts, requesting and receiving payments, answer telephones, and making appointments while maintaining patient confidentiality.

Conformed to all HIPAA regulations and maintained strict patient confidentiality. Utilized computer system to perform data entry and generate reports.

2011- 2018

 **Certified Nursing Assistant**

**ASSISTED HOME CARE AND HOSPICE**

Assist patient with personal hygiene, elimination, nutritional support, ambulation and exercise per the patient’s needs and as specified on the CNA Assignment.

 Ensure quality and safe delivery of CNA services per written plan of care. Communicate with RN, Rehab Case Manager or Clinical Supervisor on a regular basis regarding changes in the patient’s condition and/or needs.

 Perform other related supportive tasks as specified by Agency policy.

2011- 2016

 **Patient Care Tech, Surgical-trauma (12hr night shift)**

**SANTA BARBA COTTAGE HOSPITAL**

 Provide direct and indirect patient care under direction of licensed RN. Facilitates care to meet patients’ daily living activity needs by providing clerical, physical, and emotional support.

 Maintain basic computer skills and BLS certification.

Santa Barbara Cottage Hospital's surgical-trauma unit is a fast-paced 30-bed unit providing quality care to surgical and non-critical trauma patients.

2010- 2011

 **Certified Nursing Assistant**

 **LOMPOC SKILLED REHAB CENTER**

 Provide care to patients/residents requiring long term or rehabilitative care. Report observations and other pertinent information related to the care of the patient/resident. Documents objective information related to patient/resident care.

**EDUCATION:**

Allan Hancock College, AA Math and Science

Santa Barbara City College, Associates Degree in Nursing

**Certifications**:

Registered Nurse

 Basic life Support

 Advance Cardiac Life Support

 Pediatric Advance Life Support

 EKG Disrhythmia