

# Nancy Thao

Ardmore, AL 35739

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Licensed Practical Nurse with 1+ years of experience skilled at completing patient-facing and office-based tasks by applying strong multitasking and organizational abilities. Independent worker with fastidious nature dedicated to optimal patient care.

Willing to relocate: Anywhere

## Work Experience

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### **Licensed Practical Nurse**

DECATUR HOME CARE - Decatur, AL

September 2020 to Present

- Administer medication to patients
- Reinforce patient education on new orders
- Develop relationships with patients and address concerns
- Maintain proper sanitation procedures in patient rooms

### **Certified Medical Assistant**

URGENT MEDCARE - Huntsville, AL

January 2019 to October 2021

- Demonstrate proficiency in taking patient medical histories
- Perform rapid and PCR covid tests
- Execute orders by physician: EKGs, UAs, injections, dressings

### **Certified Medical Assistant**

CHOICE MEDICINE - Toney, AL

January 2017 to February 2019

- Decrease patient waiting time with quick and thorough work-up
- Improve patient satisfaction with timely scheduled referrals
- Perform front-office duties: answering telephones, scheduling

## Education

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### **Licensed Practical Nurse**

CALHOUN COMMUNITY COLLEGE - Decatur, AL

May 2019 to August 2020

### **Medical Assisting**

Ross Medical Education Center - Huntsville, AL

May 2016 to January 2017

## Skills

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- Bilingual in Hmong and English
- Skilled typist - 70 WPM
- Time management in multitasking
- Adaptable

## Certifications and Licenses

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**RMA**

**BLS Certification**

**LPN**

**ACLS Certification**

**CPR Certification**