

# Monica Gaboriault

Saint Paul, MN

-Email me on Indeed: <http://www.indeed.com/r/Monica-Gaboriault/aa85f074a4d0db62>

## Work Experience

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

Midwest ENT - Woodbury, MN

October 2021 to Present

My role at this job was to room patients and complete their intake. Because Midwest ENT is multi-departmental, I would also work on intake in their Facial Plastics, Allergy and Asthma, ENT and Dizzy and Balance departments as well. That includes rooming those patients and obtaining vital signs. I would also occasionally do breathing tests on patients with asthma. I also ran biologics for all of our patients who were on Dupixent, Xolair, Fasenera, Nucala and Cinqair. I handled scheduling deliveries and renewing prior authorizations for those patients as well as making sure they were all seen at least once a year.

### **Medical Assistant II**

CVMC Adult Primary Care - Barre, VT

June 2019 to Present

#### Duties

- Providing direct patient care, maintaining a stable workflow, working directly with providers and other staff, running controls for specific laboratory tests as well as performing laboratory tests, phlebotomy skills, calling patients with lab results or medication refills, handling escalated conversations over the phone, doing a variety of paperwork and/or charting, obtaining vital signs for every patient, stocking rooms when they need it, putting away shipments of supplies. I also review certain documents that we receive and take care of them accordingly.

### **Licensed Nursing Assistant (LNA)**

Dartmouth Hitchcock Medical Center - Hanover, NH

August 2017 to June 2019

#### Duties

- Providing direct patient care, working with staff members as a team, giving my patients a better quality of life, charting and taking calls on the floor as well as obtaining vital signs. I also performed patient observation for those who needed 24 hour watch for their own safety.

### **Licensed Nursing Assistant (LNA)**

Kendal at Hanover - Hanover, NH

September 2016 to March 2017

#### Duties

- Working directly with patients, working as a team with my coworkers, obtaining vital signs, helping patients with everyday tasks like: feeding, bathing, getting dressed, and using the bathroom.

## Education

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### **Bachelor's Degree in Applied Psychology**

Southern New Hampshire University

February 2018 to April 2020

### **Bachelor's Degree in Exploratory Pre-Nursing**

Southern Vermont College - Bennington, VT

August 2015 to May 2017

### **High School Diploma**

St.Johnsbury Academy - Saint Johnsbury, VT

May 2015

## Skills

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- Primary Care Experience
- Phlebotomy
- EMR Systems
- Patient Care
- Critical Care Experience

## Certifications and Licenses

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### **LNA License**

May 2015 to November 2022

### **CPR Certification**

## Assessments

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### **Working with MS Word documents — Expert**

May 2021

Knowledge of various Microsoft Word features, functions, and techniques

Full results: [Expert](#)

### **Written communication — Proficient**

May 2021

Best practices for writing, including grammar, style, clarity, and brevity

Full results: [Proficient](#)

### **Analyzing data — Highly Proficient**

May 2021

Interpreting and producing graphs, identifying trends, and drawing justifiable conclusions from data

Full results: [Highly Proficient](#)

### **Customer service — Proficient**

May 2021

Identifying and resolving common customer issues

Full results: [Proficient](#)

### **Case management & social work — Highly Proficient**

May 2021

Determining client needs, providing support resources, and collaborating with clients and multidisciplinary teams

Full results: [Highly Proficient](#)

### **Spreadsheets with Microsoft Excel — Highly Proficient**

May 2021

Knowledge of various Microsoft Excel features, functions, and formulas

Full results: [Highly Proficient](#)

### **Medical receptionist skills — Expert**

May 2021

Managing physician schedules and maintaining accurate patient records

Full results: [Expert](#)

### **Medical terminology — Highly Proficient**

August 2021

Understanding and using medical terminology

Full results: [Highly Proficient](#)

### **Basic attention to detail — Expert**

August 2021

Identifying differences in materials, following instructions, and detecting details among distracting information

Full results: [Expert](#)

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