**Maria Guizar**

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# Education

 **Baylor University Louise Herrington School of Nursing** Dallas, TX

**FASTBACC BSN Program** *Graduated, May 2020*

Bachelor of Science in Nursing

*GPA: 3.32*

**Texas A&M University** College Station, TX

Bachelor of Arts in Psychology *Graduated, December 2011*

*Minor: Advanced Spanish Language*

 **Collin County Community College** Plano, TX

Associate of Science *Pre-requite completion from 2008-2019*

# Employment

# Texas Kidney Institute: Dallas, Texas

### MEDICAL ASSISTANT / January - May 2019

* Assisted physicians in triaging patients, obtaining vitals and creating medical history reports.
* Role also consisted of commuting to different satellite nephrology clinics and assisting physicians with the medical charting of the daily patient assessments, follow-ups and consults.
* Was in charge of scheduling follow-up appointments for in-patient hospitalized clients who would be requiring the post-op services of our nephrologists across the DFW metroplex.
* Administrative responsibilities included: answering telephones, greeting patients, creating and updating patient’s medical records, billing and scheduling/canceling appointments.
* Assisted physicians in the catheter removal procedures for dialysis patients.

**Kids Care Therapy**

PRN MEDICAL INTERPRETER /June 2017- May 2019

* Made communication possible between health care providers and caregivers of Spanish speaking origin.
* Facilitated the process of obtaining the child’s full medical history by interpreting the session.
* Commuted to patient homes and aided in speech, occupational or physical therapy evaluations.
* Role consisted of questioning caregiver or patient, explaining the terms of the therapy consult and possible acceptance into our program depending on insurance protocols and their evaluation scores.
* Performed full placement evaluations in Spanish to determine whether clients could qualify for their services per healthcare provider request.

 **Texas Skin Surgery Center: Plano, Tx**

 MOHS SURGICAL ASSISTANT / April 2016- January 2017

* Assisted MOHs surgeons and other medical professionals in outpatient surgical procedures including the removal of skin cancers.
* Educated patients on the process of experiencing a sterile field during the surgical procedure while undergoing local anesthesia while conscious.
* Was rigorously trained on the process of creating a sterile field and scrubbing into surgery.
* Role consisted of identifying surgical sites per medical photographic records and injecting local anesthetics prior to surgery.
* Instructed patients to gown up and placed them on whichever position allowed the best surgical access during surgery.
* Assisted surgeons during excisions and surgical reconstruction repairs in outpatient surgeries.
* Wound care role consisted of changing or applying wound dressings, removing sutures/staples and providing patient teaching regarding their general wound care post-surgery.
* Assisted in the laboratory and was trained to use the autoclave in order to sterilize the surgical instruments and equipment.

##  Center for Dermatology: Plano, TX

## MEDICAL ASSISTANT/ September 2015- April 2016

## Administrative responsibilities included: answering telephones, greeting patients, creating and updating patient’s medical records based on medical history, billing and scheduling appointments.

## Clinical responsibilities included: triaging patients, patient care, assisting in surgical excisions and performing medical charting during follow-ups and consults in an outpatient clinical setting.

## Wound care consisted of changing wound dressings, removing sutures/staples and providing patient teaching regarding their general wound care post-surgery.

## Job duties also consist of handling patient questions, performing prior authorizations for medications and informing patients of medical diagnosis per provider request.

##  PhysAssist Scribes Inc: Fort Worth, TX

### EMERGENCY DEPARTMENT SCRIBE / 2014

* Worked side by side with Emergency Medicine physicians to positively affect patient care and physician/department workflow.
* Assisted EM physicians with extensive multi-tasking in an emergent, fast-paced, and high- volume setting.
* Observed critical and life-saving patient care firsthand.
* Obtained >1,000 hours of live documentation and observational patient care/treatment with a majority of hours worked in the ED.
* Provided accurate and detailed clinical and procedural documentation using Epic for both attending and resident physicians.

# Certifications and Additional Skills

 Certified Registered Nurse (RN)

Certified Medical Assistant/ 2015

Certified ER Medical Scribe / May 2014

Certified Spanish Medical Interpreter / 2017

Certified in Medical Revenue Cycle management / 2013

Certified in International/National Outreach Program for CONALEP, Jalisco, MX

BLS CPR Certified: American Heart Association / 2019

Bilingual: fluent in Spanish and English

 Proficient in Medical Charting Systems such as E-clinical, Epic, ACE, & Passport

**Volunteering**

Annual Volunteer, Texas Women’s Clinic Dallas, TX / 2011-2020

Volunteer, Faith in Action / 2021

Volunteer, Our Calling / 2019