

Markenia Woodberry

Registered Nurse

Columbia, SC 29212

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+1 803 596 3395

Authorized to work in the US for any employer

Work Experience

Registered Nurse (RN)

Prisma Health - Columbia, SC

Present

Operating Room Registered Nurse Circulator

Registered Nurse

LanceSoft Inc - Columbia, SC

October 2021 to March 2022

Administered Pfizer Vaccines

Covid 19 testing

General Receptionist and Customer Service Duties

Regional Medical Center - Orangeburg, SC

August 2017 to July 2019

Orangeburg, SC

Patient Registration

- Scheduled inpatient and outpatient procedures
- Verification of insurance coverage
- Collection of patient copay's and deductibles
- Perform general receptionist and customer service duties.

Paralegal

The Department of Social Services - Orangeburg, SC

February 2008 to September 2008

- Prepared dockets for court
- Attended court hearings in Orangeburg and Calhoun County
- Drafted court orders
- Picked up mail from the post office
- Assisted the attorney as needed

Medical Office Assistant

Carolina Ear Nose & Throat - Orangeburg, SC

May 2005 to May 2007

- Checked patients in and out of office

- Called patients and placed them into assigned rooms
- Appointment scheduling
- Completed patient referrals
- Lab scheduling
- Data entry

Education

Associate in Science (AS) in Nursing

Midlands Technical College - Columbia, SC

January 2019 to May 2021

Bachelor of Science in Organizational Management

Clafin University - Orangeburg, SC

January 2013 to May 2014

Associate's degree in Business

Orangeburg Calhoun Technical College - Orangeburg, SC

January 2010 to May 2012

Skills

- Able to type 62 words per minute
- Specific training in office etiquette.
- Exceptional interpersonal and
- Nursing
- Insurance Verification
- Medical Records
- HIPAA
- Epic
- EMR Systems
- Medical Scheduling
- Medical Office Experience
- Medical Billing
- Legal Drafting
- Medication administration

Certifications and Licenses

CPR/BLS

June 2019 to July 2021

CPR, BLS, and First Aid Certified