

Nautica Holley

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Work Experience

Medical Assistant

Ambient Care - Seaford, DE

April 2022 to Present

- Record patients' medical history, vital statistics, or information such as test results in medical records.
- Prepare treatment rooms for patient examinations, keeping the rooms neat and clean.
- Interview patients to obtain medical information and measure their vital signs, weight and height.
- Show patients to examination rooms and prepare them for the physician.
- Setup medical laboratory equipment.
- Greet and log in patients arriving at office or clinic.
- Perform general office duties, such as answering telephones, taking dictation, or completing insurance verifications.
- Contact medical facilities or departments to schedule patients for tests, admissions or referrals.
- Perform routine laboratory tests and sample analyses.
- Call patients to report laboratory and radiology results.
- Perform intake and triage for visits via telemedicine.
- Performing POCT.
- Administering Medication.
- Performing injections.

CCT

Bayhealth - Dover, DE

November 2021 to Present

- Assist patients with ADL's.
- Perform hourly rounding.
- Chart all performed care.
- Monitor intake and output.
- Assist patients with feeding and toileting.

UPS Package Handler

UPS - Newark, DE

November 2021 to January 2022

- Scanned and organized packages.
- Processed packages for delivery.
- Assisted with unloading trucks.
- Ensure proper flow of packages on the conveyor belt.

Stock Associate

Ross Dress For Less - Dover, DE

July 2020 to March 2021

- Tag and process items in the stock room while adhering to company standards.
- Organizing merchandise as it arrives in the stock room.
- Place merchandise onto the sales floor.

Medical Assistant

Ambient Care - Seaford, DE

September 2018 to April 2020

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- Interview patients to obtain medical information and measure their vital signs, weight and height.
- Show patients to examination rooms and prepare them for the physician.
- Setup medical laboratory equipment.
- Greet and log in patients arriving at office or clinic.
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- Perform routine laboratory tests and sample analyses.

Cashier

Food Lion - Dover, DE

October 2016 to February 2018

- Receive payment by cash, check, credit cards, vouchers, or automatic debits.
- Issue receipts and change due to customers.
- Greet customers entering the establishment.
- Assisting customers by providing information on procedures or policies.
- Maintain clean and orderly checkout areas and complete other general cleaning duties.
- Request information or assistance using paging system.
- Offering customers carry-out service at the completion of transactions.
- Weigh items sold by weight to determine prices.
- Issue stamps, and redeem food stamps and coupons.
- Bagging and carrying-out customers items.

Education

Associate's degree in Nursing

Delaware Technical Community College-Terry - Dover, DE

January 2020 to May 2022

Technical diploma in medical

DAWN CAREER INSTITUTE - Newark, DE

January 2018 to September 2018

Diploma

LAKE FOREST HIGH SCHOOL - Felton, DE
2018

Skills

- Issue receipts, refunds, credits, or change due to customers. Janitorial
- Assist customers by providing information and resolving Customer service their complaints. Time-management
- Greet customers entering establishments.
- Answer customers' questions, and provide information on Problem-solving procedures or policies. Meeting goals/quotas
- Maintain clean and orderly checkout areas and complete
- Patient Care
- Vital Signs
- EMR Systems
- Triage
- Laboratory Experience
- Experience Administering Injections
- Microsoft Word
- Phlebotomy
- Computer Skills
- Medical Office Experience
- Medical Records
- Venipuncture
- Epic
- Laboratory Procedures
- Anatomy Knowledge
- Medical Imaging
- Critical Care Experience
- Medical Scheduling

Certifications and Licenses

CCMA

January 2020 to January 2022

NHA certification

CPR/First Aid

January 2020 to January 2022

AHA certification

Certified Phlebotomy Technician (CPT)

April 2021 to April 2023

Assessments

Nursing Aide Skills — Familiar

September 2019

Measures a candidate's ability to provide nursing aid to patients using knowledge of relevant equipment and procedures.

Full results: [Familiar](#)

Work Motivation — Highly Proficient

June 2020

Level of motivation and discipline applied toward work

Full results: [Highly Proficient](#)

Work Style: Reliability — Highly Proficient

June 2020

Tendency to be dependable and come to work

Full results: [Highly Proficient](#)

First Aid — Familiar

June 2020

Treating common medical emergencies

Full results: [Familiar](#)

Retail Customer Service — Proficient

January 2020

Comprehending and responding to retail customer needs.

Full results: [Proficient](#)

Customer Focus & Orientation — Highly Proficient

January 2020

Responding to customer situations with sensitivity

Full results: [Highly Proficient](#)

Attention to Detail — Highly Proficient

December 2019

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

Full results: [Highly Proficient](#)

Front Desk Agent (Hotel) — Expert

January 2020

Selecting hotel rooms based on verbal requests and identifying errors in hotel data

Full results: [Expert](#)

Patient-Focused Care — Proficient

June 2020

Addressing concerns and using sensitivity when responding to needs and feelings of patients

Full results: [Proficient](#)

Electronic Health Records: Best Practices — Proficient

June 2020

Knowledge of EHR data, associated privacy regulations, and best practices for EHR use

Full results: [Proficient](#)

Food Service Fit: Crew Member — Proficient

June 2020

Measures the traits that are important for successful food service crew members

Full results: [Proficient](#)

Sales Skills — Proficient

July 2020

Persuading reluctant customers to buy products or services, and influencing and negotiating with customers to meet sales goals.

Full results: [Proficient](#)

Medical Terminology — Proficient

July 2019

Understanding and using medical terminology

Full results: [Proficient](#)

Work style: Reliability — Expert

December 2020

Tendency to be dependable and come to work

Full results: [Expert](#)

Home health aide skills — Expert

August 2020

Providing care to patients in a home setting

Full results: [Expert](#)

Retail customer service — Expert

November 2020

Comprehending and responding to retail customer needs

Full results: [Expert](#)

Medical terminology — Highly Proficient

December 2020

Understanding and using medical terminology

Full results: [Highly Proficient](#)

Food service: Customer situations — Highly Proficient

December 2020

Ensuring customer satisfaction, prioritizing tasks, and suggesting products in a food service setting
Full results: [Highly Proficient](#)

Electronic health records: Best practices — Proficient

April 2021

Knowledge of EHR data, associated privacy regulations, and best practices for EHR use
Full results: [Proficient](#)

Work style: Reliability — Highly Proficient

April 2021

Tendency to be reliable, dependable, and act with integrity at work
Full results: [Highly Proficient](#)

Nursing assistant fit — Proficient

December 2020

Measures the traits that are important for success for nursing assistants
Full results: [Proficient](#)

Medical lab procedures: Phlebotomy — Highly Proficient

April 2021

Selecting proper supplies based on physician orders for specimen collection protocol
Full results: [Highly Proficient](#)

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