

# PrincessJessica Brown

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PeachTree Immediate Care

Site SupervisorEducation

Authorized to work in the US for any employer

## Work Experience

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### **Site Supervisor**

Peachtree Immediate care- Lawrenceville - Lawrenceville, GA

October 2019 to March 2021

site supervisors

train all new workers

look over 1-15 employees from a day to day shift

inventory

computer EMR system

### **Medical Assistant**

World Famous Dermatology

January 2019 to December 2020

World Famous Dermatology I worked Back office including Front office billing details and handling over 30 patients per a day

### **Phlebotomy Technician**

Texas Children Hospital

January 2011 to December 2019

Patient intake doing patient vitals and screening patients back ground order labs for patients draw over 20 patients blood day

### **LVN**

Houston Community College - Houston, TX

January 2015 to December 2015

Manage over 10 employees with covid testing

## Education

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### **Associate Degree in Nursing in Nursing**

Prairie View A & M University - Prairie View, TX

June 2015 to May 2017

## **Associate in Health Science**

Pima Medical Institute

October 2012

### **High school diploma or GED**

#### Skills

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- Proficient with computers (Microsoft Office) & database management (8 years)
- Knowledgeable in ICD-9 & CPT designations and HIPAA guidelines (9 years)
- Empathic with excellent interpersonal skills (7 years)
- CPR (5 years)
- EKG
- Injections (8 years)
- Patient Care (8 years)
- Vital Signs (8 years)
- Microsoft Word (10+ years)
- Receptionist (9 years)
- EMR (5 years)
- Medical Records (10+ years)
- Venipuncture (10+ years)
- CPR Certified (10+ years)
- Filing (9 years)
- Scheduling (8 years)
- Phlebotomy (7 years)
- Hospital Experience (8 years)
- Insurance Verification (6 years)
- ICD-10 (3 years)
- Medical Billing (4 years)
- Medical Scheduling (7 years)
- Medical Office Experience (9 years)
- Office Administration (10+ years)
- Leadership
- Customer service
- Management
- Office manager experience
- Documentation review
- Typing
- Medicare
- Medical terminology
- Medical receptionist

- Clerical Experience
- Anatomy Knowledge
- Laboratory Experience
- Employee Orientation
- Triage
- Medical Coding
- ICD Coding
- ICU experience
- Patient monitoring

## Certifications and Licenses

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### **Phlebotomy Technician Licensed Vocational Nurse**

#### **CPR Certification**

#### **Certified Phlebotomy Technician**

#### **Certified Medical Assistant**

#### **Epic Certification**

#### **First Aid Certification**

#### **RN**

#### **BLS Certification**

#### **Compact State Nurse License**

## Assessments

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### **Patient-focused care — Proficient**

July 2021

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

Full results: [Proficient](#)

### **Medical terminology — Completed**

July 2021

Understanding and using medical terminology

Full results: [Completed](#)

### **Nursing assistant skills — Completed**

July 2021

Providing nursing aid to patients using knowledge of relevant equipment and procedures

Full results: [Completed](#)

## **Medical receptionist skills — Proficient**

July 2021

Managing physician schedules and maintaining accurate patient records

Full results: [Proficient](#)

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