

Emberly Benitez

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Seeking a position within a company where I can use my diverse experience along with bilingual ability, readiness to learn, customer service and time management skills, versatility and team player qualities to better assist the business and clients.

Authorized to work in the US for any employer

Work Experience

Registered Nurse (RN)

Memorial Hermann Health System

February 2022 to Present

- Performed nursing care for medical-surgical unit patients
- Assessed patient physical, social, language or mental needs
- Provided support services regarding treatments and administration of medication as ordered
- Continuously monitored patients' conditions
- Provided life-saving interventions
- Provided discharge planning
- Provided daily medication administration and administration of all medications
- Monitored, recorded and communicated patient condition
- Admitted and discharged patients
- Utilized the nursing process to assess, plan, intervene, and evaluate patient care

Medical Assistant Float

Memorial Hermann Health System - Houston, TX

May 2021 to February 2022

- Roomed patients
- Measured vital signs
- Prepared charts
- Called in medication refills
- Restocked patient rooms

Medical Assistant

Dr. Raymond Kahn - Missouri City, TX

May 2017 to March 2020

- Obtain vital signs, medical history, and chief complaint
- Perform various diagnostic test (Flu, Rapid strep, glucose)
- Administer various immunizations, injections, and medications
- Assist manager in various task to expedite completion of workload

Registered Medical Assistant (RMA)

Memorial Hermann Medical Group - Pearland, TX

December 2015 to May 2017

- Record vital signs and review medical history
- Keep up with patient/provider messages, call logs, and voicemails
- Perform EKG's, spirometry, vision test (Snellen/Titmus), hearing test (audiometry/audiometer)
- Conduct point of care testing (i.e. flu, strep, mono, hcg, glucose)
- Proficient in Athena and Care4

Medical Assistant Float Pool

UT PHYSICIANS - Houston, TX

January 2015 to December 2015

- Room patients, obtain vital signs, and medical history
- Call patients back with results and answer questions
- Administer vaccines, perform in-house labs, administer medications
- Flexibility to work and train in every specialty and age group
- Assist in the duties assigned by the manager per location
- Proficient in Centricity

Referral Coordinator/ Medical Assistant

Pediatrics around the bend - Missouri City, TX

June 2014 to December 2014

- Schedule and confirm patient diagnostic appointments and/or medical consultations
- Input patient vaccine history into the computer
- Process insurance referrals
- Transmit medical records by mail, email, or fax
- Improving team work atmosphere by assisting nurses when short staffed

Patient Service Representative (PSR)

The Allergy Clinic - Pearland, TX

September 2013 to June 2014

- Operate telephone switchboard to answer, screen or forward calls, providing information, and scheduling appointments.
- Verify patient insurance benefits
- Receive payments via cash, credit, or check
- Administer allergy injections per Doctor's orders and monitor the patient

Assistant Manager

Venterra Realty - Houston, TX

September 2010 to May 2013

- Collect and post monthly rental fees, deposits, and other monies
- Send out balance notices in efforts to collect all monies owed
- File evictions and go to court hearings in efforts to get possession of the apartments and rent owed.
- Provided support to Property Manager and assume leadership in their absence.
- Assist prospective tenants in search of a new home

Education

Associate in Nursing

Wharton County Junior College - Sugar Land, TX
January 2020 to December 2021

Associate in Applied Science

Houston Community College - Houston, TX
August 2014 to May 2019

Certification in Medical Assistant

Remington College - Houston, TX
May 2009 to February 2010

Diploma

Hastings High School - Houston, TX
August 2003 to August 2007

Skills

- Bilingual in Spanish, Microsoft Office, Word, Outlook, PowerPoint, Excel, Internet Explorer, Care4, Centricity, Athena, Synergy (4 years)
- Experience Administering Injections
- Vital Signs
- Patient Care
- EMR Systems
- Laboratory Experience
- Typing 65 wpm (10+ years)
- Medical Records
- Medical Office Experience
- Epic
- Venipuncture
- Anatomy Knowledge
- Patient monitoring

Languages

- Spanish - Fluent

Certifications and Licenses

Registered Medical Assistant (RMA)

March 2017 to March 2020

CPR/AED

December 2021 to December 2023

BLS Certification

Registered Nurse (RN)

January 2022 to August 2023

Assessments

Attention to detail — Highly Proficient

December 2020

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

Full results: [Highly Proficient](#)

Medical terminology — Expert

December 2020

Understanding and using medical terminology

Full results: [Expert](#)

Medical receptionist skills — Expert

December 2020

Managing physician schedules and maintaining accurate patient records

Full results: [Expert](#)

Customer service — Highly Proficient

December 2020

Identifying and resolving common customer issues

Full results: [Highly Proficient](#)

Electronic health records: Best practices — Highly Proficient

February 2021

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

Full results: [Highly Proficient](#)

Nursing assistant skills — Expert

February 2021

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

Full results: [Expert](#)

Customer focus & orientation — Highly Proficient

February 2021

Responding to customer situations with sensitivity

Full results: [Highly Proficient](#)

First aid — Highly Proficient

February 2021

Treating common medical emergencies

Full results: [Highly Proficient](#)

Verbal communication — Expert

February 2021

Speaking clearly, correctly, and concisely

Full results: [Expert](#)

Active listening — Expert

February 2021

Actively listening and appropriately responding in conversations

Full results: [Expert](#)

Memorization — Expert

February 2021

Committing product or merchandise information to memory and recalling it at a later time

Full results: [Expert](#)

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