

# Franz Charmaine Delk

## **Nursing New Grad**

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Newly graduated Nurse and Experienced medical assistant seeking a position providing direct and indirect patient care in a busy, growing medical facility.

Authorized to work in the US for any employer

## Work Experience

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### **Registered Nurse**

Fresenius Medical Care - San Diego, CA

July 2022 to Present

### **COVID-19 Vaccinator**

St.Mary's Health department - Leonardtown, MD

November 2021 to June 2022

### **Nurse Extern**

MedStar St. Mary's Hospital - Leonardtown, MD

November 2021 to May 2022

Emergency Department Nurse Extern

### **Optometric Technician**

DR. KASMANI AND ASSOCIATES - California, MD

December 2019 to June 2020

Optometry Pre-testing, Electronic Health Records, Appointment Scheduling, Answering Phone calls, Assisting Providers, Taking Payments, Insurance verifications

### **Medical Assistant/Receptionist**

Pace and Leatherwood, MDS, PC - Waldorf, MD

April 2017 to December 2019

Patient registration, Patient check in, Appointment scheduling, Electronic Health Records, Answering phone calls, Taking Payments

Clinical: Patient triage, Vaccinations, Urinalysis, Prescription management, Assisting Providers, EKG, setting up equipment for providers, Phone call triage

### **Medical Assistant/Endoscopy Technician**

Euclid Endoscopy Center - San Diego, CA

March 2015 to April 2017

Clinical - Assisting licensed nurses with patient care pre-op and recovery, scheduling appointments, recording vital signs, sterilizing equipment, data entry on programs used for procedures, patient education on preparing for procedures, Flu vaccine management.

Technician - Cleaning and Sterilizing G.I Scopes, Assisting the physicians with biopsies, polypectomy, dilations, site tattooing and setting up for procedures.

### **Medical Assistant/Receptionist**

Euclid Endoscopy Center - San Diego, CA

February 2012 to November 2013

Clerical: Insurance Verification, Patient admit, Appointment scheduling, Electronic Health Records, Medical record release, Answering phone calls

Clinical: Charting, Vitals, glucose testing, giving flu shots/TB skin testing, patient discharge, assisting patient in and out of bathroom, assisting patients after being sedated, transporting patients in and out of procedure room, assisting licensed nurses with pre-op and recovery, Data input, logging every procedure in log book.

### **Crew Member**

Chipotle Mexican Grill - San Diego, CA

May 2011 to January 2013

Cashier, Taking orders through phone, Fax Expediter, Food Assembly

### **Medical Assistant Externship**

Digestive Disease Associates - San Diego, CA

June 2011 to June 2011

Medical Assistant on site- externship

### **Crew Member/Cashier**

McDonald's - San Diego, CA

February 2008 to April 2011

Customer Service, Front and Drive thru cashier, food runner

## Education

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### **Bachelor's degree in Nursing**

American Public University System

August 2021 to Present

### **Associate in Nursing**

College of Southern Maryland - Leonardtown, MD

September 2018 to May 2022

### **Certification in Medical Assistant**

Concorde Career College-San Diego - San Diego, CA

January 2010 to March 2011

## **High school or equivalent in Business Academy Path**

Mount Miguel High School - Spring Valley, CA

2007 to June 2009

## **Diploma**

Mount Miguel High School - Spring Valley, CA

June 2009

## Skills

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- VENIPUNCTURE
- EHR
- CITRIX
- EXCEL
- POWERPOINT
- Front Desk
- Front Office
- Epic
- Bilingual
- Reception
- Eclinical
- Scheduling
- Receptionist
- Microsoft Office
- Microsoft Excel
- Billing
- Filing
- training
- Tagalog

## Links

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<https://www.linkedin.com/in/franz-charmaine-delk-640765158>

## Certifications and Licenses

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**RN License**

**CPR Certification**

**BLS Certification**

## Assessments

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### **Receptionist — Proficient**

January 2020

Using basic scheduling, attention to detail, and organizational skills in an office setting.

Full results: [Proficient](#)

### **Customer Focus & Orientation — Highly Proficient**

August 2019

Responding to customer situations with sensitivity.

Full results: [Highly Proficient](#)

### **Reliability — Completed**

September 2019

Tendency to be dependable and come to work

Full results: [Completed](#)

### **Administrative Assistant — Proficient**

August 2019

Using basic scheduling, attention to detail, and organizational skills in an office setting.

Full results: [Proficient](#)

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

## Additional Information

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### SKILLS

- Venipuncture Certification
- Basic Life Support Certified
- EHR, Citrix, Olympus, G-Med System, Athena
  
- Endoscopy Technician Certification
- Microsoft Word, Excel, PowerPoint
- Fluent in two languages with basic knowledge of a third language: Tagalog, English and Spanish,