

Esther J. Dahmm

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HIGHLIGHTS OF QUALIFICATIONS

- Ability to perform home health care utilizing experience and education
- Over 10 years of experience working with customers and clients

PROFESSIONAL EXPERIENCE

Cardiac Monitor Tech: 2018-Current

Genesis Health Systems-*Davenport, Iowa*

- Observe 50 heart monitors to ensure patients have normal heart rhythms
- Alter appropriate nurses when issues arise with monitors
- Keep and maintain accurate records of cardiac monitor data

In-Home Health Care Aide: 2010 – 2013

Community Care Systems, Inc. – *Pekin, Illinois*

- Trusted to meet clients in their own homes to provide them with health and daily living assistance
- Act as a medication manager for clients; divide medicine doses and assist in administration
- Transport clients to health care appointments and ensure they receive documentation and receipts

Donations Attendant: 2003 – 2009

Goodwill Industries of Central Illinois – *Chillicothe, Illinois*

- Performed excellent customer service with the goal of creating relationships
- Received donations from local residents, unloading from vehicles and providing donation receipts
- Sorted and cleaned donations; properly packed and prepared items for shipment to central warehouse

Teacher's Aide: 2001 – 1999

St. Edward Catholic School – *Chillicothe, Illinois*

- Assisted teachers with K – 2nd grade special needs students
- Shepherded and supervised class activities and recess
- Graded assignments and helped hand out and explain new projects
- Tutored students who needed additional assistance on assignments

VOLUNTEER EXPERIENCE

Front Desk Receptionist: 2014-2018

Genesis Hospital—*Davenport, Iowa*

- Provided Customer Service to over 100+ patient's family with information about the hospital
- Would deliver flowers/gifts to patients
- Assisted the main receptionist with maintaining medical records of patients

EDUCATION

Scott Community College-Davenport, Iowa

9-month training program, **Medical Assistant Diploma** (Completed October 2021)

Scott Community College-Davenport, Iowa

6-week C.N.A. training program, **C.N.A. certified** (September 2016)

Midwest Technical Institute-East Peoria, Illinois

Dental Assistant Courses (2011)

- 2 Semesters Completed:
 - Sterilize dental instruments
 - Process X-rays and labs
 - Keep records of dental treatment
 - Office Management
 - Taking Impressions of Teeth
 - Schedule Patient appointments

Midstate College – Peoria, Illinois

Medical Assisting Courses (2001 – 2003)

- 3 Semesters Completed:
 - Medical Terminology
 - Medical Office
 - Computers 1, 2, 3
 - Professional Development
 - Medical Manager
 - Human Development
 - Microsoft Word
 - Human Development
 - Medical Coding
 - Speech
 - Business Management
 - Accounting