

Resume 403

PROFESSIONAL SUMMARY

- Versatile professional with a passion for community pharmacy and healthcare service work
- Personable; consistently provides quality and compassionate care
- Clear understanding of HIPPA Law and the importance of maintaining confidentiality
- Strong attention to detail
- Eager to learn and easily trained
- Familiar with computers and Email use; basic knowledge of Microsoft Word

EXPERIENCE

11/2019-Present

Patient Escort / Front Desk Clerk

Niagara Falls Memorial Medical Center – Niagara Falls, NY

- Transport patients to treatment units, testing units, operating rooms, or other areas, using wheelchairs, stretchers, or moveable beds.
- Clean equipment, such as wheelchairs, hospital beds, or portable medical equipment, documenting needed repairs or maintenance.
- Carry messages or documents between departments.
- Answer telephones and direct calls to appropriate staff.
- Greet visitors, ascertain purpose of visit, and direct them to appropriate staff.

12/2018-11/2019

General Office Clerk

Neighborhood Housing Services – Niagara Falls, NY

- Answer calls and provide information regarding rent apartment availability and eligibility requirements
- Accept rental payments from tenants, document in ledger, provide receipts, and secure money in safe
- Assist with preparation of materials and paperwork used in monthly home owners' workshop

09/2017-03/2018

Personal Care Aide

Venture Forthe, Inc. – Niagara Falls, NY

- Provided home care of clients including assistance with daily routine and personal care, prepared meals, and prompted medications
- Documented all activities and services provided on computer database

12/2016-05/2017

Assistant Physical Therapy Aide

VA- Adult Day Health Care Program – Amherst, NY

- Guided Veterans to therapy rooms and machinery; assisted with getting on and off exercise equipment
- Observed and monitored appropriate use of machines, ensuring health and safety of all Veterans
- Served afternoon meals to Veterans in the facility

12/2013-10/2016

Church Custodian

Jordan Grove Baptist Church – Buffalo, NY

- Completed general cleaning of church interior including sweeping, mopping, vacuuming, painting, and other general upkeep
- Maintained church grounds; mowed and weed whacked lawn, laid mulch, and trimmed bushes
- Set up and cleaned indoor and outdoor event spaces

08/2013-11/2013

Line Technician (temporary position)

Delfingen – Niagara Falls, NY

- Operated press machine for manufacture of spools of electrical wire
- Monitored spools to ensure appropriate spool size and amount of wire per customer orders

02/2011-07/2013

Shipping Clerk

Niagara Cycle, Inc. – Niagara Falls, NY

- Prepared and packaged various bicycle parts for postal and UPS shipments and delivery
- Conducted regular warehouse inventory checks for supply

EDUCATION

Pharmacy Technician Certificate, April 2019

Niagara County Community College – Sanborn, NY

AAS, Business Administration

Erie Community College – Buffalo, NY