

# Yalonda Landrum

## The One

Spartanburg, SC  
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To obtain a responsible and challenging position within a company that will allow me to learn new technologies and skills while utilizing my previous experiences beyond my abilities currently.

### WORK EXPERIENCE

#### **Dialysis Technician, Scheduler , Medical Inventory Clerk, Switchboard, Rx Manager ,Dri-Acid Mixer, Lab Technican**

Davita - Greer, SC - April 2000 to Present

The dialysis technician responsibilities includes cleaning, sterilizing and maintaining dialysis machines, making sure everything is in good working order. The technician attaches the dialyzer and plastic tubing to the dialysis machine before each procedure, and mixes dialysis solutions.

#### **Supervisor**

Charles Lea Center - Spartanburg, SC - October 1992 to April 2000

I had the responsibility of transporting patients from appts, (CDL-Class B Certified)

Supervised a Group of Adults living out on there on with daily activities,

Mandatory Training

#### **Feeder Operator**

Betras Plastic - Chesnee, SC - September 1991 to October 1992

The machine feeder place plastic cups on to a printing machine to print a series of design on the cups for a customers order. Then you would pack the cups and send them to the shipping department to be inspected and and shipped.

### EDUCATION

#### **Healthcare Adminstration**

Brown Mackie College - Greenville, SC  
2011 to 2014

#### **High School Diploma**

Spartanburg High School - Spartanburg, SC  
1987 to 1991

### SKILLS

AP/AR, Client Education, Infection control standards , Medical terminology, Clinical experience, Healthcare billing, Treatment of <conditions>, Inventory Management, Schedule for patients and teammates, Self - Confidence, Decision Making, Adminstative skills.. .

## CERTIFICATIONS

**CPR certified through American Heart Association, Certified Hemodialysis Technican**

April 2012 to April 2015

## ADDITIONAL INFORMATION

- .Personal Skills.Excellent attendant record, Attention to detail,
- . Effective communication skill
- . Ability to multi - task , highly motivated
- . Skills/ Training- Management, Medical Terminology, Scheduling, Microsoft Office Word