

LINDA S. EDWARDS

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PROFESSIONAL SUMMARY

Meticulous and hard-working professional with extensive, yet diverse experience in General Office and Clerical Support. Self-motivated with a variety of skills in working with medical records, medical transcription via use of dictaphone, receptionist, accounts receivables and accounts payables duties. Highly skilled in general office and administrative support including data entry, correspondence, filing and other duties. Compassionate caregiver and Certified Nurse Assistant; highly skilled in providing daily care, light housekeeping, meal preparation, errands and recordkeeping services to seniors or those requiring medical care. Strong interpersonal and communication abilities to ensure positive customer/patient relations; ability to multi-task and manage resources effectively in stressful environments to meet time-sensitive deadlines.

Technical Proficiency: Microsoft Office; Microsoft Works for Windows; Word Perfect 5.1/6.0 for Windows; Email and Internet; Typing speed of 55 wpm.

CORE COMPETENCIES

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| ▪ General Office / Clerical Support | ▪ Office Management | ▪ Organizational Management |
| ▪ Medical Transcription | ▪ Receptionist / Phones | ▪ Accounts Receivable/Payable |
| ▪ Time Management | ▪ Certified Nursing Assistant | ▪ Caregiver / Daily Care |
| ▪ Senior / Patient Care | ▪ Communications | ▪ Recordkeeping |

PROFESSIONAL EXPERIENCE

KEEPSAKE KOTTAGE, LLC. - Feb 2014 – Oct 2015

Certified Nurse Assistant

Responsible for in home care for the elderly people including personal care, light housekeeping/laundry, meal preparation, daily record keeping, vitals, passing of medication, specimen collection as ordered, and other technical/domestic duties as needed.

HOMEWATCH CAREGIVERS – Nov 2012 – Nov 2013

Certified Nurse Assistant

Responsible for in home care for the elderly and/or terminally ill people including personal care, light housekeeping/laundry, meal preparation, errands and appointments, daily record keeping, vitals, medication reminders, assisting with ordered exercise regimes, and other technical/domestic duties as needed.

MENARDS - Mar 2011 – Apr 2012

Cashier

New store set-up, then cashiering, cash management, and assisting customers with sales and support in retail home improvement store.

FAITH IN-HOME SERVICES – Sept 2010 – Nov 2012

Certified Nurse Assistant

- Responsible for in home care for the elderly and/or terminally ill people including personal care, light housekeeping/laundry, meal preparation, errands, daily record keeping, vitals, medication reminders, assisting with ordered exercise regimes, and other technical/domestic duties as needed.

ALWAYS THERE SENIOR CARE - May 2006– Mar 2009

Non-Medical Caregiver

- Responsible for in home care for the elderly and/or terminally ill people including personal care, light housekeeping/laundry, meal preparation, errands and appointments, daily record keeping, medication reminders, companionship/assistant with hospital stays, and other technical/domestic duties as needed.

MEL HAMBELTON FORD, INC. - Aug 2001 – Jan 2005

File Clerk / Runner

- General office support including mail pick up and distribution, in charge of all filing systems, inventory and ordering of office supplies, back-up receptionist, and errands in company vehicle to support car sales and service for daily business functions.

OTHER PROFESSIONAL EXPERIENCE

- Advanced Medical Associates – Office Assistant/Medical Transcriptionist
- Affiliated Medical Associates – Receptionist / X-Ray Technician Assistant
- Wichita Ear Clinic – Office Assistant / Medical Transcriptionist
- Boeing Military Airplane Company – Procurement Assistant / Secretary
- Alliance Life Insurance Company – Policyowner Service Clerk
- Drs. Rogers & Duncan, D.D.S., P.A. – Clerk / Typist
- Fadler Food Service – Office Clerk
- Blue Rapids Farmer's Co-op – Office Assistant

EDUCATION / CERTIFICATIONS

Allied Health Career Training Center, Wichita, KS Certified Medication Aide (CMA)	Jun 2014 - July 2014
Via-Christi Village, Wichita, KS Certified Nurse Assistant (CNA)	Jun 2010 – Aug 2010
Wichita Area Vo-Tech College, Wichita, KS Medical Terminology for Health Professionals	May 1993 – Jul 1993
Wichita Area Vo-Tech College, Wichita, KS Introduction to Medical Terminology	Apr 1991 – Jun 1991
Brown-Mackie Business College, Salina, KS General Secretary	Sept 1973 – May 1974

AWARDS / RECOGNITION

- Boeing – Secretarial Award for Work Performance