

Maria Medellin

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Authorized to work in the US for any employer

Work Experience

Covid Vaccine Clinic

Maxim Healthcare Group - Denver, CO

April 2021 to April 2021

Register patients for vaccine, patient observation after receiving Covid vaccine.

In-Home Caregiver

Next of Kin - Westminster, CO

February 2019 to November 2020

Dressed, groomed and fed patients with limited physical abilities to support basic needs.

Administered medications to clients on schedule following prescription instructions.

Performed light housework, including cleaning and running loads of laundry.

Performed household tasks such as laundry, dusting, washing dishes and vacuuming.

Assisted clients with daily personal care activities such as bathing, dressing and restroom use.

Maintained clean and well-organized environment to promote client happiness and safety.

Helped transition patient between bed, wheelchair and automobile to provide safe mobility support.

OB/GYN Externship

UCHealth - Carbon Valley Co

May 2019 to June 2019

Medical Assistant Externship 150hours completed.

Front Desk Representative

Planet Fitness - Longmont, CO

September 2018 to January 2019

Welcomed patrons to front desk and engaged in friendly conversations while conducting check-in process.

Reviewed safety, health and sanitation processes throughout all areas and enforced rules to promote security and safety.

Managed customer complaints and rectified issues to complete satisfaction.

Cashier

Walmart - Longmont, CO

June 2016 to July 2017

Scanned customer purchases, supporting transactions to streamline sales process.

Worked closely with front-end staff to assist customers and maintain satisfaction levels.

Operated cash register, collected payments and provided accurate change.

Wiped down counters and conveyor belt to remove debris and maintain cleanliness.
Welcomed customers, offering assistance to help find necessary store items.

Wrapped items and bagged purchases properly to prevent merchandise breakage.

Education

College Degree in Medical Assisting

IBMC College - Longmont, CO
July 2018 to June 2019

High school diploma

Olde Columbine High School - Longmont, CO
May 2018

Skills

- HIPAA
- Medical terminology
- Communication skills
- Bilingual (Spanish and English) (10+ years)
- Caregiving (2 years)
- Vital signs (1 year)
- Cash handling (2 years)
- OSHA
- Front desk (1 year)
- Assist In Daily Living Activities (2 years)
- Organizational skills
- Medication administration (2 years)
- Team Building
- Patient Skin and Nail Care
- Customer service
- Alzheimer's care (Less than 1 year)
- EMR systems (Less than 1 year)
- Care plans
- Medical documentation

Certifications and Licenses

Medical Assistant

Graduated from Medical Assistant program, but not certified through NCCT.

BLS for Healthcare Providers (CPR and AED)

April 2019 to April 2021

OSHA

January 2019 to Present

Assessments

Home health aide skills — Expert

November 2020

Providing care to patients in a home setting

Full results: [Expert](#)

Work style: Conscientiousness — Proficient

October 2020

Tendency to be well-organized, rule-abiding, and hard-working

Full results: [Proficient](#)

Scheduling — Highly Proficient

September 2020

Cross-referencing agendas and itineraries to avoid scheduling conflicts

Full results: [Highly Proficient](#)

Attention to detail — Proficient

September 2020

Identifying differences in materials, following instructions, and detecting details among distracting information

Full results: [Proficient](#)

Electronic health records: Best practices — Highly Proficient

February 2021

Knowledge of EHR data, associated privacy regulations, and best practices for EHR use

Full results: [Highly Proficient](#)

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