

# Sheila Mata

## **Banner Staffing Employee - Northern Colorado Medical Center**

Severance, CO 80550

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970-405-4338

Dependable, honest, easy-going team player desires position with a fast-paced organization where my determination, persistence and creativity will be utilized to support and enhance customer satisfaction

#readytowork

Authorized to work in the US for any employer

## Work Experience

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### **Banner Staffing Employee**

Northern Colorado Medical Center - Greeley, CO

July 2011 to Present

Patient Transport- Transport wheelchair stretcher-bound patients to areas listed on Premise; e.g. Radiology, MRI, Ultrasound etc.

- Central Supply- performed supply inventory in majority of modality supply rooms; replenished modality supplies from central supply warehouse.
- Nurse Server- stocked supplies in different modalities ranging from in the patients' rooms to outside the patients' doors, depending on where the supplies are kept.

### **team member 1**

Leprino Foods Company - Greeley, CO

April 2012 to November 2012

#### Responsibilities

Sanitation, sterilization of equipment, took equipment apart, used different cleaning brushes for conveyor belt which food touched. Power spray off cleaning solution into drains. Scrubbed the walls with cleaning soap followed with an antibacterial solution also power rinsed walls. Scrubbed floors and Squeegee the remainder of water in drains, all done in four hours, prior to running production line. Packaged cheese for 12 hours a day.

#### Accomplishments

Helped when the production line was backed up from the (brine belt) and an overload of production would jam the conveyor belt which the product would fall onto the floor, we would stop on whatever part of the line we were and get the product (cheese blocks) before they would fall and put them in separate sterile package boxes, helped stay with the crew after hours and get those boxes sealed correctly and sent to the appropriate department.

#### Skills Used

Was early and ready for work, on a daily basis. Was able to communicate easily and respectfully about the job with my superiors and coworkers.

## **Customer Service (Phone Representative)**

Afni Inc - Evans, CO

December 2010 to March 2011

Resolved customers programming issues; activated, added and deleted lines; corrected over-charges

- Assisted customers with upgrades by researching plans for the ones that met their needs

## **Externship**

Northern Colorado Medical Center - Greeley, CO

October 2009 to December 2009

Assist physicians with patient examination and treatment

- Perform vitals on each patient
- Established and maintained excellent patient relationships
- Recorded patients' medical histories; administered routine laboratory tests

## Education

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### **Diploma**

Institute of Business and Medical Careers - Greeley, CO

November 2009

## Skills

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- Vital Signs Experience
- Customer Service
- Anatomy Knowledge
- Medical Billing

## Assessments

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### **Delivery Driver — Familiar**

December 2019

Interpreting instructions, reading maps, and solving problems.

Full results: <https://share.indeedassessments.com/>

[share\\_to\\_profile/2fcd261397ec2e348c4663119842aa25eed53dc074545cb7](https://share.indeedassessments.com/share_to_profile/2fcd261397ec2e348c4663119842aa25eed53dc074545cb7)

### **Medical Receptionist Skills — Highly Proficient**

May 2020

Managing physician schedules and maintaining accurate patient records.

Full results: <https://share.indeedassessments.com/>

[share\\_to\\_profile/4e9cdcf48cc124508358a7f94869c71eed53dc074545cb7](https://share.indeedassessments.com/share_to_profile/4e9cdcf48cc124508358a7f94869c71eed53dc074545cb7)

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

## Additional Information

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### SKILLS

- Perform urinalysis, microbiology, specialty lab tests, and blood typing
- Familiar with health and safety rules and regulations
- Understanding licensure law requirements for dispensing medications
- CPR, First Aid, AED Certified
- Knowledge of medical terms as well as anatomy and physiology
- Front office skills relating insurance claims, ICD-9 and CPT coding
- Understanding of ethics relating to HIPAA rules and regulations
- Reliable for flexible hours
- Proficient in Microsoft XP, Word, Excel, and PowerPoint
- Punctual with excellent attention to detail
- Excellent verbal and written communication skills