

Xao Lee

Support Staff - Lifeworks

Saint Paul, MN

leexao2014@yahoo.com - (651) 769-7224

Authorized to work in the US for any employer

WORK EXPERIENCE

Support Staff

Lifeworks - Eagan, MN - January 2016 to Present

Serve the community and people with disabilities as they live in work together. Serves in Social Enrichment and Career Development programs that help disabilities such as cerebral, palsy, epilepsy, and autism. In customized support we provide services to people with disabilities and the elderly.

Patient Caring Assistant

Asian Community Special Services - Saint Paul, MN - September 2013 to January 2016

Provided home care services to elderly and disable patients. We also provide direct care to patients such as assisting with daily life activities, exercises, help with transportation and help them maintain their cleanliness.

Special Needs Assistant

Asian Community Special Services - Saint Paul, MN - January 2010 to January 2016

Maintain a clean and neat environment; provide personal guidance; transfers and instruct a 17 years old mentally challenge patient on needs and requirements; portray positive upbeat attitude.

EDUCATION

Medical Assistant Program

Minneapolis Business College - Roseville, MN

June 2010

Program in Medical Assistant

Minneapolis Business College - Roseville, MN

2009 to 2010

SKILLS

Billings, Codings, and Insurance, Phlebotomy, Electronic Medical Records, Prescription Protocol, Injections, Specimen Collection, Laboratory Testing, Spirometry/EKG, Medical Asepsis, Vitals/Charting, Medical Transcription, Bilingual:Hmong

ADDITIONAL INFORMATION

EXTERNSHIP

April to Minnesota Wellness Institute, Roseville, Minnesota

June 2010 Answered calls and scheduled appointments; filed and maintained

patient files; developed x-rays; edited and charted patient notes;
assisted physicians during patient visits.

References for: Xiao Lee

Cell: (651) 769-7224

Cheng Xiong

Paralegal

MN Department of Labor and Industry

1232 Minnehaha Street

St. Paul, MN 55106

(651) 800-8273

Chao Yang

Supervisor

Asian Special Services Inc.

231 Van Buren Ave

St. Paul, MN 55103

(651) 755-5557

Ma Lor

Human Resource

Express Home Health Care, Inc.

1148 Arcade Street

St. Paul, MN 55106

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