

Shannon Burton

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Professional Summary

Experienced in Customer Service with education in using computers. 10+ years using Word, Excel, or PowerPoint. Knowledge with multiple medical software's. Medications aid of 15+ years' working in fast-paced environment handling confidential paperwork, administering medication and providing quality patient care. Experience with serving chronically ill patients. Assisted with daily living activities and household tasks. Provided emotional support in a comfortable, soothing environment. Seeking a position that will allow growth and stability. Also have experience with Phlebotomy, collecting specimens and Lab. Supervised up to 15 staff. Assisted in operations for 30+bed assisted living.

Education and Training

Vatterott College

Medical Office Assistance Certification
2006

Wichita State University

Nursing
Present

Butler Community College

CNA/CMA Licenses
2007

Licenses

CNA/CMA License#158729
First Aide Certification
CPR Certification
Heart Saver/AED Certification

Professional Experience

● Victoria Falls

March 2017 to present

CMA
Andover Ks

Maintained accurate records of patient care, condition, progress, and concerns. Monitored vital signs, such as blood pressure and pulse. Read and recorded temperature, pulse, and respiration. Tested and recorded blood glucose levels. Changed sterile dressings. Collected urine and fecal samples. Documented resident records on daily flow sheets. Assisted in cleansing enemas, catheterization, and bladder irrigation's. Assisted nurses with cleaning rectal tube, G-tube, J-tube, and regular catheter insertion. Assisted nurses with wound care for pressure ulcers, bed sores, and surgical site wounds. Monitored expiration of medical supplies and medications.

● Winston Brands (Seasonal)

October 2016 to December 2016

Customer Service Representative
Wichita, KS

My duty was to take incoming calls and to assist customers with the completion of their orders both online and over the phone. While obtaining the orders I would also have to promote the monthly sales going on at the time. I would also encourage customers to purchase the yearly membership with the company.

● Independent Living Resources

February 2015 to Present

CMA

Wichita, KS

Maintained accurate records of patient care, condition, progress and concerns. Monitored vital signs, such as blood pressure and pulse. Read and recorded temperature, pulse and respiration. Take clients to doctor appointments, any shopping such as errands, washing, laundry, and any extra places that they may want to go. Help client maintain the house such as making the bed, changing sheets or any other duties that the client cannot do for themselves.

● **Anomaly Squared**

September 2014 to January 2015

Survey Specialist

Wichita, KS

Answered incoming calls from people who want to participate in a Clinical Trial. Record information for Clinical Trials for Acurian Health. Maintain rules of HIPPA by following scripts provided by the company. Advanced to callback responses for participants that needed to connect to participating doctors. Assisted in getting the appointment schedule. Report conflicts to correct departments.

● **Cornerstone**

May 2013 to December 2013

CMA

Wichita, KS

Maintained accurate records of patient care, condition, progress and concerns. Monitored vital signs, such as blood pressure and pulse. Read and recorded temperature, pulse and respiration. Tested and recorded blood glucose levels. Changed sterile dressings. Collected urine and fecal samples. Documented resident records on daily flow sheets. Assisted in cleansing enemas, catheterization and bladder irrigation's. Assisted nurses with cleaning rectal tube, G-tube, J-tube, and regular catheter insertion. Assisted nurses with wound care for pressure ulcers, bed sores, and surgical site wounds. Monitored expiration of medical supplies and medications.

● **Clearwater Nursing and Rehabilitation**

June 2012 to December 2012

CMA

Clearwater, KS

Maintained accurate records of patient care, condition, progress and concerns. Monitored vital signs, such as blood pressure and pulse. Read and recorded temperature, pulse and respiration. Tested and recorded blood glucose levels. Changed sterile dressings. Collected urine and fecal samples. Documented resident records on daily flow sheets. Assisted in cleansing enemas, catheterization and bladder irrigation's. Assisted nurses with cleaning rectal tube, G-tube, J-tube, and regular catheter insertion. Assisted nurses with wound care for pressure ulcers, bed sores, and surgical site wounds. Monitored expiration of medical supplies and medications.

References Available Upon Request.