**Jereen Walton**

Queens Village, NY, 11428

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**Objective:** To obtain a challenging and rewarding position in human services conducting client intake, assessment as well as to develop client care plans. Additionally, I would like to utilize and develop my professional skills to insure optimal client care.

**Education:** New York City College of Technology Brooklyn, New York

**Associates Degree, Human Services** May 2014

**Experience:** Jamaica Hospital Jamaica, New York

**Medical Assistant** 1997 to Present

 Interview and triage patients to obtain medical information and measure their vital signs, weight and height.

 Utilize Electronic Medical Records "Epic"

 Counsel Patients regarding diet control, smoking and birth control.

 Review labs and report critical results.

 Train new medical assistants to achieve significant improvements in their productivity.

 Perform phlebotomy on adults and pediatric patients.

 Explain treatment procedures, medications and physicians' instructions to patients.

 Help physicians examine and treat patients, handing them instruments and materials and performing such tasks as giving injections and removing sutures.

 Perform electrocardiogram (EKG)

 Contact medical facilities and departments to schedule patients for tests and admission.

CHP Medical Center New Hyde Park, NY

**Phlebotomist** 1991 to 1997

 Reduced patient anxiety by explaining procedures.

 Performed phlebotomy on adults and pediatric patients.

**Community:** Organize church events, PTA President, organize fundraising events.

**Skills:** Cardiopulmonary Resuscitation Certified (CPR)

Strong Rapport with Patients

Excellent communication skills, positive work ethic and professional demeanor.

**References:** Available upon request