## Summary of Qualifications:

 \* Administrative related experience of over 20 years \* Extensive medical training background

 \* Computer management expertise \* Meticulous attention to detail

 \* Excellent communication both verbal and written \* Highly motivated, self-starter

## Post-Secondary Education:

**Medical Office Assistant with Health Unit Coordinator: Diploma 'Honours'** 2021

 Academy of Learning, Medicine Hat, AB

**MEDICAL COURSEWARE: COMPUTER COURSEWARE:**

* Medical Terminology \* Word, Level 1, 2, 3
* Anatomy and Physiology (Full) \* Microsoft Excel
* Clinical Procedures (Vital signs /Sterile Technique) \* Microsoft Access
* Charting and Documentation \* Bookkeeping
* Medical Transcription \* Outlook
* Medical Office Procedures /Billing and Coding \* Windows 10
* Health Unit Coordinator- Unit Clerk \* Power point

**Primary Care Paramedic- Maple Creek College** 2004 -2005

* Emergency Care, Basic Life Support-C (BLS, CPR, AED)
* Triage, Management of Patient Care, Knowledge of current treatment protocols.

**First Responder Course- Saskatchewan Health Authority** 1999

* Emergency Care, Basic Life Support (BLS)
* Volunteer and coordinator for Town of Burstall and community

**Employment History:**

 **Southern Alberta Medical- Practicum** May 2021

Reception duties, data entry working with HealthQuest and Scheduling

 Performing electrocardiograms, application of Holter monitors and blood pressure monitors

 **Twilight Amber Farm Inc. Co-owner Operator:** 1990-2020

Bookkeeping, Maintaining financial records, Payroll, Accounts Payable and Receivable,

 Office management, Organizing day to day operations with 7 employees

 **Saskatchewan Health Authority- Cypress Health Region- Primary Care Paramedic** 2006-2011

Emergency care, including assessment, triage, medical treatment and transportation

Maintaining reports, equipment operation, office filing, general maintenance

**Current Certifications:**

 **\*** First Aid- CPR- Level C \* Alberta Health Services Confidentiality and FOIP

 \* WHMIS \* Thought Patterns

 \* HealthQuest/Meditech \* ASIST

 \* Mental Health First Aid \* ICD 100/200

**Volunteering:**

 Burstall First Responder (member and coordinator), since 1999

 Emergency Management Organization

 Ladies Lions

 Burstall Fundraising and Hall Decorating Committee

**About Me:**

I really enjoy outdoor activities like biking and hiking. I am energetic and really love to camp and spend some time with friends. In my quiet time I enjoy spending time with family, painting or quilting.

**REFERENCES:** \*Please feel free to contact any of my references at any time.

1. **Elaine Jeffery**

 RN/BN, Instructor MOA/Unit Clerk Course

 Academy of Learning, Medicine Hat

 Cell: (403) 548-1402

2. **Marie Stimpson**

 Covid Assisted Self Isolation Site,

 Paramedic- Community Supports

 Cell: (306) 541-7122

3. **Janice Arthurs**

 Retired Production Accountant

 Burstall, Saskatchewan

 Cell: (306) 679-2164