## 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