Taylor Zajdowicz

2207 SW 39th St.

Cape Coral, FL 33914

(716)-545-2922

taylorlynnez@aol.com

EDUCATION:

*Past:* *Present:*

High School Diploma Bachelor’s Degree in Health Science

Ida S. Baker High School Florida Gulf Coast University

August 2014- May 2018 August 2018- May 2022

WORK EXPERIENCE:

**Emergency Medicine Scribe for Scribe America**

August 2019- Current Employer *Full Time Employee*

* Obtain history from patients to create the HPI and identify their Chief Complaint
* Complete ED encounter note using EPIC EMR Software
* Answer ED physician phone to relay messages of critical imaging or lab results
* Work with physician to obtain physical examination and differential diagnoses

**Front Office Assistant for the Office of Undergraduate Studies at Florida Gulf Coast University**

August 2018 - August 2019 *Part Time Employee*

* Created and organized files of QEP courses
* Completed Excel spreadsheets of data regarding degree programs
* Assist students with signing in for appointments using an iPad
* Created flyers using Canva for various office events

**Marketing Assistant for Stun City Florida**

December 2016 - October 2017 *Part Time Employee*

* Visited local businesses to market stun guns product
* Assisted with financial aspects of SCF
* Participated in video shoots with the product
* Managed a stand at various Florida Gun Shows

SPECIAL CERTIFICATIONS:

* Microsoft Word/Powerpoint/Excel - 2015
* BLS/ CPR and AED Certified - 2017
* Certified Electrocardiogram Technician - 2018
* Certified Phlebotomy Technician – 2018
* EPIC EMR Software - 2019