

Nyeshia arceneaux

Houston, TX 77025

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#readytowork

Authorized to work in the US for any employer

Work Experience

Specimen Collector

Access dx laboratory

June 2020 to Present

Collecting Covid samples in the lab.

Customer Service Representative

Sutherland

March 2019 to June 2020

Customer service

Medical Assistant

Eagle Trace Medical Center - Houston, TX

December 2017 to February 2019

Completed my externship and were hired on with the company. Taking vital signs, monitoring patients for providers, administration of medications and treatment as ordered by the provider, coordination of lab testing and results, pre-employment and DOT physical support which may include, but is not limited to, vision and hearing screenings, immunization/vaccination reviews and administration, and color blind testing, routine screenings such as mantoux testing, respiratory fit testing and more, perform phlebotomy for laboratory tests, performing lab tests and entering results into EMR, drug screen collections, and answering phones and scheduling appointments.

Medication Technician

Autumn Leaves Assisted Living - Houston, TX

March 2017 to April 2018

Daily pass out medication to the residents, clean and dressing wounds or skin tares, Administration of insulin shots.

Medical Assistant

Pediatric Group of Acadiana - New Iberia, LA

December 2013 to 2016

Taking vital signs, monitoring patients for providers, administration of medications and treatment as ordered by the provider, coordination of lab testing and results. perform phlebotomy for laboratory tests, performing lab tests and entering results into EMR, answering phones and scheduling appointments.

Patient Care Assistant

Triple O Healthcare - Stafford, TX
June 2010 to November 2013

Responsibilities

Assist elderly with daily living needs. Bathing, transferring, ambulation, and dressing.

Education

In progress in Nursing

Houston Community College - Houston, TX
January 2019 to Present

Technical in Medical Assistant

Texas Health School - Houston, TX
June 2016 to August 2018

High school diploma

New Iberia Senior High - New Iberia, LA
1994 to 1997

Skills

- Managment, Healthcare, Secretary, Proficient in Computers (5 years)
- Patient Care
- EMR
- Receptionist
- Vital Signs
- Injections
- Venipuncture
- Medical Scheduling
- Phlebotomy
- Triage
- Laboratory Experience
- Computer Skills
- Medical Office Experience
- Medical Records
- Epic
- Hospital Experience
- Anatomy Knowledge
- Clerical Experience
- HIPAA
- Insurance Verification
- Medical Terminology

- Microsoft Word
- Phone Etiquette
- ICD-10
- Quality Assurance
- Medical Coding
- ICD Coding

Certifications and Licenses

Electronic Health Records

Present

CPR/AED

September 2017 to September 2019

BLS Provider

American Heart Association

Nursing Assistant

January 2018 to January 2020

Certified Nurse Aide

Medical Assistant

February 2016 to May 2020

Medical assistant Certification number 162363

Nationally Registered Certified Medical Assistant (NRCMA)

Certified Medical Assistant (CMA)

Assessments

Medical Lab Procedures - Phlebotomy — Proficient

July 2020

Selecting proper supplies based on physician orders for specimen collection protocol.

Full results: [Proficient](#)

Nursing Aide Skills — Expert

October 2019

Providing nursing aid to patients using knowledge of relevant equipment and procedures.

Full results: [Expert](#)

Customer Focus & Orientation — Expert

May 2020

Responding to customer situations with sensitivity.

Full results: [Expert](#)

Following Directions — Highly Proficient

July 2020

Following multi-step instructions.

Full results: [Highly Proficient](#)

Indeed Assessments provides skills tests that are not indicative of a license or certification, or continued development in any professional field.