


# Liseli Mubiana


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## CERTIFIED NURSING ASSISTANT

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### CONTACT

 240-828-0406

 liselimubiana@gmail.com

 <https://www.linkedin.com/in/liseli-mubiana/>

### ABOUT ME

I am very motivated and ambitious towards goals that I set for myself. Also very independent but loves working as a team. Confident in my administrative support and medical assistant skills within a medical setting.

### COMPETENCES

Medical Assistant experience and Certified Nursing Assistant skills acquired. Good computer skills, typing WPM 67. Data collection and documentation. Medical terminology, phone etiquette, EMR & EMS skills, phone etiquette, 1 year in a medical office experience, customer service, skilled in Microsoft Office applications, and fluent English. Also, the ability to work in fast-paced environments, cash handling, and good multi-tasking skills.

### LANGUAGES

English - Native

### REFERENCES

Available upon request.

### EDUCATION

#### **Fairmont Heights High School**

High School Diploma  
2017-2021

#### **Prince Georges Community College**

Biology Major Credits  
2019-2021

#### **Howard Community College**

RN Degree Credits  
2021-2022

#### **Straighterline University**

RN Degree Credits  
2022

### WORK EXPERIENCE

#### **Concept Wellness Center | 2021**

Responsible for all office related duties, including charting, emails, printing, and patient scheduling. Multi-task between 2 or more operating systems, E-mails, and calendars. Answer phone calls and schedule patient appointments with electronic appointment request system, and uploading patient files. Ensure all rooms are stocked with all appropriate medical supplies and forms. Preparing the patient for the medical examination. Doing patient vitals and recording. Performing assigned clinical tasks and/or procedures. Also managing and updating patient records, Guide patients to the portal to view their upcoming appointments, greeting patients, visitors and all staff, customer service, making and rescheduling appointments. Assisting with scheduling follow-up appointments and activities as recommended by the physician. Working on applications such as Practice Fusion, Doxy.me, Microsoft Office applications, etc. Assists with inventory and requisition of required supplies;

#### **Olive Garden | 2021-2022**

Responsible for giving each guest a genuine, personalized Italian dining experience while also providing fast, efficient service. Also delivering exceptional dining experiences by providing safe, friendly, and attentive service that makes guests feel welcome and like they are part of family.