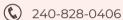
Liseli Mubiana

CERTIFIED NURSING ASSISTANT

CONTACT



✓ liselimubiana@gmail.com



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-faced environments, cash handling, and good multitasking 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 followup 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.