

Elna Jean-Pierre
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OBJECTIVE	Looking for a position in a healthcare industry, to further advance my career, and provide financial stability for me and my family.
SUMMARY OF QUALIFICATIONS	Proven ability to work in team environment, assuming leadership as necessary, organized and detail oriented professional, multilingual with exceptional clerical and communication skills
WORK HISTORY	<p>Medical Assistant, Family practice office of Dr. Weissman Tampa, Florida January 2015 – June 2015</p> <ul style="list-style-type: none">• Triage patients• Perform laboratory procedures• Clinical assistance with patient examination <p>Certified Nurse Assistant, Nursing Center Dade City, Florida July 2013 – October 2014</p> <ul style="list-style-type: none">• Perform bedside care to patients• Assist in patient physical rehabilitation• Monitor and record daily patient's vitals and behavior <p>Medical Assistant, Premier Community Healthcare Zephyrhills, Florida February 2013 – June 2013</p> <ul style="list-style-type: none">• Triage patients• Perform laboratory procedures• Clinical assistance with patient examination <p>Certified Nurse Assistant, Rehabilitation Center Palmetto, Florida March 2009 – May 2012</p> <ul style="list-style-type: none">• Perform bedside care to patients• Assist in patient physical rehabilitation• Monitor and record daily patient's vitals and behavior
SPECIAL SKILLS	<p>Computer:</p> <ul style="list-style-type: none">• Highly knowledgeable in Microsoft Suite (WORD, EXCEL, PowerPoint)• Experienced with Electronic Health records (EHR, EMR) <p>Foreign Languages:</p> <ul style="list-style-type: none">• Basic conversational ability in Spanish and Fluent in French, and Creole
VOLUNTEER ACTIVITIES	<ul style="list-style-type: none">• Metropolitan Ministries- Donor Services (Data Entry) (2015)• Bayside Community Church- Inner City Mission Trip (2007)• Daily Bread-Kitchen (server) 1 year (2005)• Manatee County Public Library- Front desk/stocker 1 year (2004)
EDUCATION	<ul style="list-style-type: none">• Certified Medical Assistant – Us Career Institute (2014)• Certified Nurse Assistant (CNA) – Quality Healthcare Institute (2007)• High School Diploma – Palmetto High School (2007)
HONORS	President of Recycling Club, Palmetto High School
REFERENCES	Upon request