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| TMT**Objective**To obtain the position of a Secretary in a fast-paced setting, bringing attention to detail, integrity, and ability to learn quickly.**Skills**Mathematical proficiency, good communication, organizational skills, computer skills, critical thinking and problem solving. |

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| Tamara minae truett**604- h MCqUEEN vILLAGE rOAD****PRATTVILLE, ALABAMA 36066****TMTRUETT@GMAIL.COM****334-430-9421**  |

**Experience****MEDICAL sUPPORT aSSISTANT/ dEPARTMENT OF vETERANS aFFIARS /mONTGOMERY, al/ September 22- Current** * Responsible for scheduling veterans, answering eligibility and enrollment calls, Working on Surgery floor, making patient charts, scheduling and canceling appointments, Documenting surgical times.
* Ensure that the clinic setup is closely monitored to effectively support the needs of the clinic and make any necessary adjustments.
* Develop/maintain effective and efficient communication with the patient, interdisciplinary team, VA medical centers, and other agencies (e.g., assist with communications during the inpatient to outpatient discharge; communicate with non-VA medical facilities; facilitate/process secure messaging with the patient and team; notify patients of normal lab results; develop and manage a tracking system for follow up care such as consults, tests, etc.)
* Serves as the first line of contact for medical staff and customers regarding procured items; develops reports and spreadsheets, obtains, organizes, files, and retrieves reports for briefing and presentation purposes; performs a variety of receptionist, timekeeping, record keeping and miscellaneous duties in medical facility; and performs other related duties as assigned.
* Serves as the first line of contact for medical staff and customers regarding procured items; develops reports and spreadsheets, obtains, organizes, files and retrieves reports for briefing and presentation purposes; performs a variety of receptionist,
* Examines clinical health records and claims folders to determine legal eligibility and medical entitlement determinations.
* Processes incoming and outgoing materials such as correspondence, reports, memorandum, and other forms of written communication;
* Performs the following types of duties: edits letters, composes letters and reports, reviews correspondence for accuracy and completeness, prepares public presentation outlines, and develops standard or form letters and replies to inquiries;
* Provides general clerical mail and correspondence services such as preparing a variety of recurring reports, reviewing outgoing correspondence for proper attachments, or consolidating/coordinating submittals of information;

**NURSING ASSISTANT DOOR SCREEENER• DEPARTMENT OF VETERANS AFFAIRS •MONTGOMERY, AL•APRIL 2021- September 2022*** Perform a range of duties that include initiating resuscitative measures in cases of cardiopulmonary arrest or choking.
* Screen all visitors and employees for COVID symptoms, observe airborne precautions for those with COVID 19 symptoms. Observe universal precautions, fire/safety according to rules and regulations. Respond to any hazards and the need to initiate measures to eliminate or report any hazards to prevent injury. Provide courteous assistance to internal and external customers both in person, in writing, and by phone.
* Expresses facts and ideas in writing in a succinct and organized manner. Uses correct English grammar, punctuation, and spelling. Identifies and analyzes problems; uses sound reasoning to arrive at conclusion finds alternative solutions to complex problems; distinguishes between relevant and irrelevant information to make logical judgments.
* Cleans assigned secondary areas in accordance with aseptic principles.

**PHYSICIAN THERAPIST HELPER • TROY, AL •REHAB AND ASSOCIATES • January 2020 –May 2020** * Observe patients before, during, and after therapy, noting the patient's status and reporting it to a physical therapist. Assist patients with specific exercises as part of the plan of care.
* Treat patients using a variety of techniques, such as massage and stretching.
* Prepare tables for client sessions and removing devices from clients. Create client flow charts, and document patient care services by charting in the electronic medical record.
* Plans, organizes, coordinates, updates, and administers the treatment plan for each patient assigned to him/her in collaboration with the multidisciplinary treatment staff. Provides supportive interaction by listening and communicating with patients and observing their behavior closely.
* Communicates with empathy in understanding the problems, actions, reactions, and symptoms of substance use disorder. Procures supplies and services to meet the purchase, rental, or lease needs of the organization; develops unique selection criteria for each purchase; Prepare and issue contract modifications for changes in delivery schedule and sends formal correspondence to a variety of customers such as inventory management specialists, other service line contacts, and contracting officers as appropriate for the purposes of auditing documents, processing receiving reports, and payments. Communicates to the Lead or Supervisor any concerns related to supplies, equipment, and procedures.
* Provides information to customers regarding medical supplies. Monitors expiration dates, rotates stock to limit outdates and removes items from use as required by outdates, Monitors and controls critical supplies. Keeps accurate and precise inventory records, agendas, staff/committee minutes and data for their assigned sections.
* Performs additional duties as assigned to support the facility/agency. Serves as a local expert on difficult and unusual timekeeping problems such as variable schedules.

**REHABILITATION HELPER • ADDUS• TROY, AL•october 2018 –feb 2018** * Assists physical therapists with treatments for occupational, physical, and mental disabilitiesand injuries. Focus on activities that ensure excellent patient care such as massage and stretching. Provide support to therapists, complete administrative tasks, answer patient inquiries, and educate patients and their families.
* Obtains necessary production information, price information and procedures for written or verbal purchase orders.
* Maintains continuous liaison with venders, medical center professionals and staff to ensure timely acquisition and provision of items and service to veterans.
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#### **education**

#### Rehabilitative Services DEGREE• Troy University

Troy, Alabama •Bachelor of Science Degree July 2020

**REFERENCES**

Marilyn Scott, RN Department of Veterans Affairs 334-467-2615

Debra Duncan, USDA Forest Service 334-220-8620

Eugene Brooks, USDA Forest Service, 1-205-601-6781