

# Mareesa Williams

Chicago, IL 60619

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+1 219 888 0105

Willing to relocate: Anywhere

Authorized to work in the US for any employer

## Work Experience

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### **Client Coordinator**

SERENITY HOME HEALTH CARE-Chicago, IL

February 2024 to Present

### **Certified Nursing Assistant**

Ab medical-Lake Station, IN

August 2021 to Present

Admin

Scheduling

Pay roll

And assisting clients with whatever needs

### **Telephone Supervisor**

Teleperformance-Hobart, IN

April 2019 to Present

I make calls and answer phones. I also supervise other people make calls and answer phones. I make schedules as well.

### **Sitter/float**

St. Franciscan Regional Health-Dyer, IN

October 2023 to February 2024

### **Teacher's Assistant**

Lisa Safe Haven-Griffith, IN

August 2020 to November 2021

I taught a class of children between the ages of 2-5

### **Amazon Fulfillment Associate**

Amazon Warehouse-Monee, IL

June 2020 to November 2021

I sorted and packed

### **Starbucks Shift Supervisor**

Starbucks-Indianapolis, IN

October 2019 to December 2019

I assist the customers while supervising the store. Scheduling and payroll

**Certified Nursing Assistant**

Life care centers of the willows-Valparaiso, IN  
October 2018 to January 2019

I assisted the patient with all their needs. I interacted with families. I assisted the nurses. Made schedules and assisted payroll

**Certified Nursing Assistant**

Porter Regional Hospital-Valparaiso, IN  
July 2016 to January 2018

Assist patients in any way possible during their stay in the hospital.

**Manager/ Athletic Trainer**

PURDUE NORTH CENTRAL-Westville, IN  
September 2015 to February 2016

- Review encounters for errors
- Spoke with insurance companies and parents in respect to their accounts

**Certified Nursing Assistant**

MILLER'S MARY MANOR-Portage, IN  
December 2014 to March 2015

EMPLOYED: 08/16

## Education

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**Bachelor's in Biology**

Purdue - West Lafayette, IN  
August 2016 to Present

**Certified medical assistant**

Jeremi vocational institute - Munster, IN  
February 2021 to June 2021

**High school or equivalent**

Portage High School - Portage, IN  
August 2012 to June 2015

## Skills

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- Medical office experience
- Caregiving
- Venipuncture
- Behavioral health
- Leadership
- Long term care
- Epic
- Patient Care

- Supervising experience
- Home health
- EMR Systems
- Applied Behavior Analysis
- Phlebotomy
- Hospital experience
- EMR systems
- Hospital experience
- Hotel experience
- Laboratory Experience
- Data entry
- Medical terminology
- Mechanical knowledge
- Primary care
- Manufacturing
- CGMP
- Experience Administering Injections
- ICU experience
- Pediatrics
- Autism Experience
- Vital signs

## Certifications and Licenses

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### **CNA**

May 2019 to Present

### **State Tested Nursing Assistant**

### **CPR Certification**

### **Driver's License**

### **BLS Certification**

### **AED Certification**

### **ASQC Certification**

### **Licensed Clinical Social Worker**

### **NRCMA**

### **Forklift Certification**

### **LMFT**

**ServSafe**

**CNA**

**Certified Quality Auditor**

**HT Certification**

**HACCP Certification**

**LPC**

**Licensed Physical Therapy Assistant**

**First Aid Certification**

**Certified Dietary Manager**

**Professional Educator License**

**ASCP Certification**

## Additional Information

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### Skills

EMR ( 5 year), Excel ( 5 year), Microsoft Excel ( 5 year), Microsoft Word

- (5 year), Venipuncture (5 year), CNA, Home Health, Cna Certified

### Skills

- Blood Pressure
- Respirations
- Temperature
- Height
- Weight
- Radial Pulse
- Venipuncture
- Capillary Sticks
- Mono Test
- Strep Test
- HCG Test
- Urinalysis
- Suture Removal
- Vision Test
- Ishiara Test
- EKGs
- Ambulatory device
- Wound Care

- Fluent with Medical Terminology
- EMR Proficient
- Z-track injection
- Intradermal Injection
- Subcutaneous Injection
- Microsoft Word
- Microsoft Excel