

BRANDY CAPSHAW

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(317)671-0095 eevorehuggs@hotmail.com

Professional Summary

Hardworking individual with a passion for working within a medical setting. Resourceful problem solver with excellent verbal and written communication skills, the ability to work directly with the public as an information source, and the ability to provide great customer service to all patients.

Work Experience

Cafeteria Attendant, Roncalli High School

08/2020- Present

To maintain levels of food provided for all students to the best of my ability. To clean and sanitize all stations and surfaces. To ensure a balanced and nutritious lunch. To ensure the correct holding temperatures of all foods.

Cafeteria Support Staff, Perry Meridian High School

04/2018- 01/2020

To cook food to proper safe temperatures. To ensure enough food is prepared to accommodate the entire student body. To clean and sanitize all utensils and surfaces.

Assistant, C&R Concrete 3

09/2016- 08/2019

To clean and ensure a professional appearance inside and outside the offices. Occasionally prepare proposals and mail to client.

Education

Vincennes University Indianapolis, IN

02/2022- 06/2022

Certified Clinical Medical Assisting

EXPECTED GRADUATION DATE June 4, 2022

National Healthcareer Association (www.nhanow.com)

Accredited by the National Commission for Certifying Agencies (NCCA)

Recognized by the Accrediting Bureau of Health Education Schools (ABHES)

Recognized by the Commission on Accreditation of Allied Health Programs (CAAHEP)

Franklin Central High School

06/1999

Diploma in General Studies

Soft Skills

WIN Career Readiness- Essential Soft Skills Certification

05/2022

- Effective Communication
- Professionalism
- Promoting Teamwork and Collaboration
- Thinking Critically and Solving Problems

Industry Skills

- CPR American Heart Association 04/2022
- TB Basic Validation American Lung Association 05/2022
- Trained on basic human anatomy, utilize medical terminology, and responsible communication in the healthcare facility
- Knowledgeable about HIPAA/HITECH, OSHA, CMS, and other healthcare regulations and laws as they apply to patient information
- Trained on the use of Diagnosis and Procedure codes and environmental safety in general, specialty, and surgical practices
- Skills in laboratory, specimen collection techniques, cardiopulmonary testing, pharmacology, and medication administration

References

1. Jeff Richardson (317) 671-2787
2. Brittany Richardson (317) 989-7414
3. Gerry Grant (317) 786-8631 (317) 431-6670