

Nathaly Hernandez

1326 Prairie Depot Indianapolis,IN

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Professional Summary:

Hard working CCMA student from Adult Education Wayne Township. I am passionate about developing skills and understanding in a healthcare environment. I have excellent problem-solving skills and ability to perform well in a team. I have two year experience in a warehouse environment and one year experience in a customer service environment.

Work Experience:

Becton Dickerson & Company Plainfield, IN

Title: Warehouse associate

March 22,2021-Current

- Picked and prepared numerous daily shipments in a large medical warehouse.
- Recognized defective material and reported issues to management to facilitate prompt resolution.
- Logged unit quantities and entered data within the inventory database to facilitate records maintenance.

Fedex Express, Indianapolis, IN

Title: Material Handler

January 2020- March 2021

- Coordinated shipments of local, regional, national and global nature.
- Transported material to correct locations and documented inventory changes.
- Sorted cargo for accurate shipment to target locations.
- Loaded completed orders on pallets according to delivery numbers.

JCPenney Plainfield, IN

Title: Customer Service Associate

October 2018-April 2019

- Answered incoming telephone calls to provide information about products, services, store hours, policies and promotions.
- Supported customer service goals and enhanced relations through friendly, knowledgeable and positive communication.
- Engaged shoppers, providing assistance and information on merchandise and product features.

Education:

Vincennes University

Certified Clinical Medical Assisting

January 9, 2022 TO May 30, 2022

National Healthcareer Association(www.uhanow.com)

Accredited by the National Commission for Certifying Agencies (NCCA)

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

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

- Trained on basic human anatomy and 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 employ Electronic Health Records and related Practice Management.
- Dedicated to the importance of infection control and environmental safety in general, specialty and surgical practices.
- Skills in laboratory, specimen collection techniques, cardiopulmonary testing, pharmacology and medication administration.

High School:

Ben Davis High School

Core 40 Diploma

2017

Soft Skills:

- Effective Communication
- Professionalism
- Promoting Team and Collaboration
- Thinking Critically and Solving Problems.
- WIN Career Readiness-Essential Soft Skills Certification 2022
- Fluent In Spanish & English
- Time management
- Warehouse operations

Industry Skills:

- CPR (In progress) American Heart Association 2022
- First Aid (in progress) American Heart Association 2022
- TB Administrator Certification 2020

References:

- James Carpenter (317)561-2911 James.Carpenter1@bd.com
- Jaaronick Estrada (317)400-3622
- Becky Foster (317)561-2011