



Teaff Elouise

Unit Secretary Maternal Child Services

Summary

My name is Elouise Teaff. I'm 35 years old and looking forward to take a position of Unit Secretary Maternal Child Services in your company. I'm certified in Advanced degree and professional certification . With over 8 years of experience in Bilingual , Spanish speaking highly desired and An understanding of consumer's perception. Is a team player with strong interpersonal skills.

Expirience

Unit Secretary Maternal Child Services Islesboro Medix , Hinton, OH

2017 to Present

- + Must be able to comprehend policies, patient records, physician's orders, procedures and guidelines
- + Initiating and discontinuing monitoring equipment on admission, transfer, or discharge. Performs configuration as necessary
- + Maintaining and stocking all designated equipment, including telemetry, and transport monitors
- + Developing a rapport and cooperative relationship with nursing and other members of the multidisciplinary care team
- + Completion of a Secretarial Course and/or a Medical Terminology Course is preferred
- + Adhering to confidentiality of information acquired pertaining to patients, clinicians, employees, and visitors

Unit Secretary / Patient Care Technician Carrico Nursing LLC , Coleman, GA

2014 – 2017

- + Must be able to comprehend policies, patient records, physician's orders, procedures and guidelines
- + Adhering to confidentiality of information acquired pertaining to patients, clinicians, employees, and visitors
- + Maintaining and stocking all designated equipment, including telemetry, and transport monitors
- + Prefer CNA license, or completion of the first semester of a Nursing School program
- + Current certification as a BLS Healthcare Provider with the American Heart Association required

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New Lexington, OH 81568

📞 834-606-1362

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in teaff-elouise-2030147

Skills

- + Bilingual , Spanish speaking highly desired
- + An understanding of consumer's perception
- + Critical thinking, conflict resolution, and problem-solving skills
- + Good people skills and telephone manner
- + Good understanding of retail business
- + Is a team player with strong interpersonal skills

Reference

Difalco Brittany

Head of Healthcare
Islesboro Medix

📞 922-899-6390

✉ b.difalco@medicalfieldjobs.com

Logoleo Teresa

Head of Healthcare
Carrico Nursing LLC

📞 466-220-3561

✉ t.logoleo@medicalfieldjobs.com

**Hospital Unit Secretary / Coordinator
Surfor Medico , Newton Corner, MA**

2013 – 2014

- + Maintaining and stocking all designated equipment, including telemetry, and transport monitors
- + Adhering to confidentiality of information acquired pertaining to patients, clinicians, employees, and visitors
- + Prefer CNA license, or completion of the first semester of a Nursing School program
- + Developing a rapport and cooperative relationship with nursing and other members of the multidisciplinary care team
- + Must be able to comprehend policies, patient records, physician's orders, procedures and guidelines

**Unit Secretary PRN CV Prog Care Ormc
Kilocal Clinic , Smyrna, GA**

2012 – 2013

- + Completion of a Secretarial Course and/or a Medical Terminology Course is preferred
- + Completion of a Secretarial Course and/or a Medical Terminology Course is preferred
- + Current certification as a BLS Healthcare Provider with the American Heart Association required
- + Developing a rapport and cooperative relationship with nursing and other members of the multidisciplinary care team

**Pedi-nurse Aide / Unit Secretary
Germantown Pharma , Spring Grove, MN**

2011 – 2012

- + Initiating and discontinuing monitoring equipment on admission, transfer, or discharge. Performs configuration as necessary
- + Completion of a Secretarial Course and/or a Medical Terminology Course is preferred
- + Adhering to confidentiality of information acquired pertaining to patients, clinicians, employees, and visitors
- + Prefer CNA license, or completion of the first semester of a Nursing School program

Education

**Degree in Healthcare specialisation
University of Bascom, OH**

2007 – 2011