

# Joyce Burch

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**Objective** A position with an organization where my skills can be enhanced and where there is opportunity for growth.

**Experience** 2013 - 2017 Parkway Rehab & Nursing Center Louisville, KY

**Unit Secretary**

- Manage all resident medical charts
- Schedule office visits, surgeries, and other medical procedures per physician's orders
- Transcribe doctor's notes/orders for documentation on patient MARs
- General office duties including filing, multiline phone operation, and document generation
- Data entry for lab results

2010 - 2013 Parkway Rehab & Nursing Center Louisville, KY

**Certified Medical Technician**

- Dispensed medication to residents
- Gathered patient vital signs
- Monitor medication and medical supplies inventory

2005 - 2010 Parkway Rehab & Nursing Center Louisville, KY

**Wound Care Specialist**

- Assisted medical professionals visiting patients.
- Aided in wound healing by monitoring wounds and changing the dressings.
- Performed medical rounds involving skin treatments
- Ordered supplies.

2002 - 2005 Parkway Rehab & Nursing Center Louisville, KY

**Certified Nursing Assistant**

- Assisted residents with daily activities
- Provided patient care
- Gathered patient vital stats including weight and temperature

**Education** 2003 - 2004 Kentucky Healthcare Training Institute Louisville, KY  
Certified Medical Asst (CMA) Certificate

1995 - 1999 Ballard High School Louisville, KY  
Diploma

**References** Available upon request.