

Joyce Burch

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.