

# Veronica Zimanek

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## Objective

- To pursue a permanent career in a professional environment, where I can thrive and build to my true potential, while being able to share my skills and knowledge with others along the way.

## Employment History

### 10/2008- Current **Dermatology Associates of Wisconsin**

Certified Medical Assistant

- My personal responsibilities include monitoring laboratory supplies and ordering when needed. Helping co-workers with difficult blood draws and keeping our lab up to date. Supervise daily lab log and paper work. Usually placed with the duty of training new employees. The following additional responsibilities include, but are not limited to:
  - Recording a patients chief complaint, vitals, and medical history, as well as transcribing each examination on patient record.
  - Sterilization of Instruments.
  - Assisting provider with patient from start to finish, including biopsies, surgeries, cosmetic procedures, pulse dye laser, hyperhidrosis and lab tests.
  - Treating patients with UVA and UVB light.
  - Administering intramuscular and subcutaneous injections.
- Responsible for educating co-workers on new lab procedures and policies. Was asked by clinic manager to prepare and present a 30 minute seminar on laboratory improvements.

### 09/2007- 10/2008 **Saint Vincent Hospital**

Green Bay, WI

Laboratory/ EKG Tech

- My responsibilities included, but were not limited to the following:
  - In-patient and out-patient blood draws, including NICU, ICU and Pediatrics.
  - Arterial Draws.
  - EKG's for in-patients and out-patients.
  - Preparing and transporting blood as well as courier pickups from local clinics.
  - Urinalysis resulting both macro and micro
  - Administrative work; faxing, editing EKG's and checking in patients.

### 2005-2007 **Old Navy**

Green Bay, WI

Sales Representative

- Trained in customer service, as well as money handling and store organization.

## Education

### 2009-2011 **Northeast Wisconsin Technical College**

Green Bay, WI

Heartsaver AED/CPR certified

- Current- Expiration 01/2011

### 08/2006- 06/2008 **Northeast Wisconsin Technical College**

Green Bay, WI

Certified Medical Assistant

- Completed internship at Prevea Green Bay in Pediatrics.
- Passed AAMA certification June 28, 2008
- Was given the opportunity to tutor fellow classmates on a regular basis by course instructor.

### 2007 **Northeast Wisconsin Technical College**

Green Bay, WI

Phlebotomist

- Completed Phlebotomy certificate program mid-year 2007

### 2002-2006 **Pulaski High School**

Pulaski, WI

Graduated with honors in 2006 and earned a scholarship from Carver Boat.

## Software/System Skills

- Proficient in Microsoft Office, Medinotes, Eclipse, Adobe, and Mac OS

### Key Words

lab northeast wisconsin technical college responsibilities blood limited completed co-workers following certified medical assistant not patient patients ekg's laboratory

### Similar Resumes

## References Available Upon Request

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