

TA'SHAYLA MITCHELL

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618-447-8459
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Skills Summary

Dedicated and focused worker who excels at prioritizing and organizing my workload. Committed to delivering high quality results with minimum supervision. Energetic, proactive, and disciplined.

Education

Eastern Illinois University: Pre-Nursing Major/ 2016-2018
Lakeview College of Nursing: BSN Student/ 2019 - Present

Experience

Memorial Hospital- Belleville, IL

Food Service Attendant/ 20 Sep 2015 - Dec 2017

Responsibilities included maintaining and preparing patient diets and meals while receiving in-patient care. Ensuring the safety and sanitation of the work environment.

Children's Hospital - St. Louis, MO

Patient Access Representative/ 11 Jun 2018- 13 Aug 2018

My role included being an administrative assistant in the emergency department responsible for interviewing patients and their caregivers to obtain their demographic and financial information. While on the job I am qualified to work with EPIC and Sorian computer systems.

Lakewood Village - Charleston, IL

Resident Care Aide/ 1 Oct 2018 - Mar 2020

Adheres to all policies and procedures of Petersen Health Care. Includes maintaining a proper and professional demeanor toward residents, visitors, families, and co-workers. Administering medication per physician's orders and document properly on MAR. Also, responsible for assisting residents with activities of daily living and housekeeping services in order to enhance the quality of resident's life and promote independence and dignity.

United States Air Force- Reserve

Health Service Manager/ 8 April 2017 - Current

I am a proud member of the United States Air Force and dedicate one weekend a month to fulfill my duties on Scott Air Force Base, IL. I work in the medical treatment facility on base doing patient administration. I am motivated and eager to continue my journey with the military and learning more about patient administration.