

TONI ANDRES
1121 South 16th Street
Mattoon, IL 61938
(217) 254-8669
toniandres3@gmail.com

EMERGENCY DEPARTMENT TECHNICIAN

December 2017- Current

Sarah Bush Lincoln Hospital
Mattoon, IL

Duties:

- Performs a variety of direct patient care such as collecting and sending specimens to the lab, blood draws, EKGs, bladder scans, wound cleaning and dressing, and splinting.
- Performs indirect tasks such as cleaning, and stocking.
- Transports patients from the Emergency Department to different areas of the hospital.
- Assists providers with certain procedures.
- Coordinates transportation for patient care to other facilities via helicopter or ambulance
- Assists with other duties as assigned.

SPORTS MEDICINE MEDICAL ASSISTANT

July 2017 to December 2017

Christie Clinic
Champaign, IL

Duties:

- Room patients, collect and update pertinent patient medical information.
- Assist with office procedures.
- Draw injections and prep patient accordingly.
- Cast removal and application.
- Enter orders into ECW and RIS for Ultrasound Guidance
- Anticipate provider and patient needs while functioning efficiently in a high volume, fast-paced environment.

VEIN AND VASCULAR MEDICAL ASSISTANT

June 2015 to July 2017

Christie Clinic
Champaign, IL

Duties:

- Room patients, collect and update pertinent patient medical information.
- Assist with office procedures, utilizing sterile technique.
- Assist providers with medical procedures.
- Patient care such as applying wound dressing, cleansing, and wrapping wounds.
- Anticipate provider and patient needs while functioning efficiently in a high volume, fast-paced environment.

NATIONAL REGISTRY EMERGENCY MEDICAL TECHNICIAN

June 2014 to June 2015

Dunn's Ambulance Service
Mattoon, IL

Duties:

- Maintains good relations and communications with the EMS staff, public safety services, as well as hospital personnel and the public.
- Work cooperatively with all fields, supervisory, and office personnel.
- Maintains both vehicles and duty stations in a state of order, adhering to safety and OSHA regulations, sanitation, and housekeeping regulations.

EMERGENCY DEPARTMENT TECHNICIAN

September 2014 to November 2014
Effingham, IL

St. Anthony's Memorial Hospital

Duties:

- Performs verity of direct patient care such as, collecting and sending specimens to the lab, blood draws, and starting IV's for emergent and non emergent patients under the direction of a Registered Nurse.
- Performs indirect tasks such as cleaning, stocking, picking up supplies and medications, and prepares carts.
- Enters patient information into MediTech system.
- Calls attending and admitting physicians on call for Emergency Department doctor contact.
- Enters admissions of patients from Emergency Department to the hospital
- Transports patients from the Emergency Department to the hospital floor of admission
- Coordinates transportation for patient care to other facilities via helicopter or ambulance
- Assists with other duties as assigned.

DIRECTOR, ADJUNCT FACULTY/ OFF CAMPUS LOCATIONS

July 1997 to June 2014

Lake Land College
Mattoon, IL

Duties:

- Lead, develop, implement, and oversee activities related to adjunct faculty such as staff development activities.
- Develop and maintain relationships with district personnel involved with LLC adjunct faculty and off campus locations.
- Collaborate and coordinate with the LLC campus community to provide necessary services (including course offerings) for excellence in teaching and learning for adjunct faculty and at off-campus locations.
- Serve on college committees related to adjunct faculty and off campus locations.
- Develop, plan, and oversee programs, courses, and other opportunities for the LLC off-campus locations.
- Maintain the budget for adjunct faculty and off campus locations.
- Coordinate with Directing Chairpersons of appropriate departments to help integrate new adjunct faculty members to the Lake Land College campus.
- Facilitate the offers of employment to the adjunct faculty members.
- Report adjunct faculty teaching offer selections to appropriate Directing Chairpersons
- Oversee the assignment of contracts for the adjunct faculty for payroll processing.

DEPUTY CORONER

November 2010 to Present

Coles County Coroners Office
Mattoon, IL

Duties

- Respond to death scene.
- Notify next of kin.

ADJUNCT PROFESSOR

July 2005 to May 2012

Kaplan University- School of Criminal Justice
Davenport, IA

Duties:

- Instruction of online courses in the Criminal Justice Field

ADJUNCT INSTRUCTOR

July 1997 to 2014

Lake Land College
Mattoon, IL

Duties:

- Conduct College courses for undergraduate students.

EDUCATION:**University of Capella**

Masters in Human Services

Minneapolis, MN

March 2005

Eastern Illinois University

Bachelor of Arts - Liberal Studies

Charleston, IL

May 2001

TECHNICAL EXPERIENCE and CERTIFICATES:

National Registry of Emergency Medical Technicians

Basic Life Support Certification

State Certification: Emergency Medical Technician- Basic

MediTech

ECW

General PC experience

Microsoft Office Excel, Word, PowerPoint, Outlook, Publisher

COMMUNITY SERVICE:

National Exchange Club

2011

Service includes Child Abuse Prevention, Community Service, and Youth and Americanism projects.

Presidents Volunteer Service Award

2005

Award given by Presidents Council on Service and Civic Participation- received for contributing over 600 hours in one year of community service.