

# Shakeena Loyal

Newark, NJ 07103

[shakeenaloyal@yahoo.com](mailto:shakeenaloyal@yahoo.com)

9737357146

Willing to relocate: Anywhere

Authorized to work in the US for any employer

## Work Experience

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### **CNA - Certified Nursing Assistant**

Accredited Health Services Inc

2014 to Present

## Education

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### **Ccma in Medical assistant**

Essex Community College - New Jersey

2015 to 2015

### **Certified nursing assistants**

Essex Community College

## Skills

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CHHA (9 years)

## Certifications/Licenses

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### **Cna**

December 2016 to Present

Patient feeding patients with require direct care, Oral care, nail care, and basic hygiene Catheter care.

Changing of catheter bags and charting

Vital signs: Blood pressure, pulse, and temperature monitoring.

Answering call lights.

### **Hha**

December 2016 to Present

Patient feeding patients with require direct care, Oral care, nail care, and basic hygiene Catheter care.

Changing of catheter bags and charting

Vital signs: Blood pressure, pulse, and temperature monitoring.

Answering call lights.

### **Ccma**

October 2017 to Present

Medical office procedures and Insurance procedures. Clinical medical assisting taking vital signs weight, height, BP and EKG and Phlebotomy procedures.

Nurse's License: Class: CRNA, State: NJ, Expires: January 2018

Nurse's License: Class: CNM, State: NJ, Expires: November 2018

## Additional Information

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Shakeena Loyal

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### OBJECTIVE

To obtain a position in a Medical Field where I can demonstrate my skills, make a productive contributions and take advantage of all opportunities for growth and development.

### SUMMARY OF QUALIFICATIONS

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NJ State Nurse Assistant Certified Home health Aide Certified ,Clinical Medical Assistants.

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Certified Phlebotomy Technician, Certified EKG Technician, CPR.

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Computer Skills: Microsoft Office Word, Excel, and Outlook.

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Experienced in office procedures, filing, faxing, and photo copying

### WORK EXPERIENCE :

Daughter of Israel nursing home

west orange, Nj 07052

07/12 -09/13

Turning of bedridden patients.

Changing bed clothes and collecting soiled laundry.

Light cleaning and organizing of patients room or area.

Relaying and charting requested information. This may include moods, vital signs, meal consumption, liquid intake, and daily BM and urine amounts.

Pope John Paul nursing home, orange 07106, NJ

01/10 - 08/13

Meals: Patient feeding patients with require direct care, Oral care, nail care, and basic hygiene Catheter care. Changing of catheter bags and charting

Vital signs: Blood pressure, pulse, and temperature monitoring.

Answering call lights.

Windsor Gardens, East Orange, NJ 09/09 - 10/09

Nurses Assistant (Clinical Externship)

Work under direct supervision of nursing staff. Duties included bedside care, changing bed linens, grooming and following universal precaution procedure.

Essex County College, Training, Inc., Newark 09/09 – 01/10

NJ. State Certified Nurse Assistant

Assisting with hygiene and dressing the patients. Assistant ambulation and proper procedures of patient care. Received both parts of the two-step PPD immunization also completed first two parts of HBV vaccine. Obtained copies of CBI (Criminal Background Investigation), Obtained a course as a CPR.

East Orange General Hospital, East Orange, NJ. 02/09-06/09

Typing making binders, filling and Faxing, scheduling appointments as well as helping with coordinating events, senior bash for various departments within community.

Total Support Medical Group, Irvington, NJ. 10/07-02/08

Medical office procedures and Insurance procedures. Clinical medical assisting taking vital signs weight, height, BP and EKG and Phlebotomy procedures.

#### EDUCATION :

ESSEX COUNTY COLLEGE TRAINING INC. CNA CERTIFIED NURSE AIDE 09/09 – 1/10

Medical Terminology, Clinical procedures; vital signs and CPR

NATIONAL CAREER INSTITUTE 09/08-02/09

Medical Assistant: Graduate with a Certification

Medical Terminology, Anatomy and Physiology Clinical Medical Assisting, EKG and phlebotomy

PC TECH LEARNING CENTER 10/07-01/08

Medical Billing: Graduate with Diploma

Clinical Medical Assisting, Electrocardiography and Phlebotomy

Medical Billing using Media soft and Coding using ICD-9 and CPT-4 manuals

Medical Office Procedures and Insurance Procedures