
UNIT ASSISTANT RESUME

Objective:

To obtain an Unit Assistant position which will challenge me and help the organization continue to be successful.

Summary of Skills:

- In depth Knowledge of medical terminology
 - Certified in CAN (Certified Nursing Assistant) and CPR
 - Good verbal and written communication skills
 - Ability to efficiently transcribe physicians orders and other patient care
 - Ability to lift 50 lbs and assist with 100 lbs
 - Ability to handle multiple tasks and work under pressure
 - Ability to handle phone calls, email and fax
 - Ability to communicate and establish good relationships with patients
-

Work Experience:

Unit Assistant, August 2005 to till date
Beth Israel Deaconess Medical Center, Charleston, SC

- Coordinated patients care activities.
- Served as an informational resource for non-clinical information for patients, visitors, physicians and other Medical Center personnel.
- Participated in the orientation of new personnel to the unit.
- Maintained the patient's medical record and associated unit records adhering to the standards of the department and in compliance with HIPAA and JCAHO regulations.
- Supported unit based materials management systems.
- Maintained office forms and supply inventory as needed.

Unit Assistant, May 2000 to July 2005
Maine Medical Center, Charleston, SC

- Transcribed physicians orders and other patient care and unit related information in a timely, accurate and concise manner.
 - Assisted the professional nursing staff by transmitting patient information.
 - Ensured to apply safety principles as identified within the institution.
 - Ensured awareness of and sensitivity to patient and family rights, cultural and ethical beliefs.
 - Provided prompt care to patients during emergency.
 - Provided transportation from medical office to inpatient areas, from inpatient areas to medical offices and from one inpatient area to another.
-

Education:

Associate Degree in Medical Assistant , North Hennepin Community College, Brooklyn Park, MN

[Build your Resume Now](#)