**Milagros Richard**

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**EDUCATION**

Florida Career College Pembroke Pines, FL 2018-2019

**Medical Assistant**

Florida Career College Pembroke Pines, FL 2015-2016

**Patient Care Technician**

Diploma Program

**MEDICAL QUALIFICATIONS**

* Anatomy & Physiology: Body Mechanics, Basic Microbiology
* Basic Pharmacology, Basic Phone Triage
* Basic X-Ray, Capillary Puncture, EKG
* Hematology, HIV/AIDS, Laboratory Safety and Regulatory Guidelines
* Medical Back Office Procedures, Medication Administration, Methods of Documentation
* Patient Charting, Phlebotomy, Sterilization
* Surgical Back Office Procedures
* Universal Precautions/OSHA, Urinalysis
* Venipuncture
* Vital Signs Monitoring
* Bathing/Grooming
* Colostomy Care
* General Patient Assessment
* Care Plans
* Dressing Changes
* ADL - Activity of Daily Living
* Bed Making
* Range of Motion (Passive/Active)
* Patient Feeding
* Breathing Treatment Set-Ups
* Daily Home Care
* Safety Protocol

**EMPLOYMENT EXPERIENCE**

Family Podiatry Aventura, FL 11/2018-Present

**Extern Medical Assistant (180 hrs.)**

* Greet patients as they arrive at the facility and inquire into their appointment statuses.
* Provide patients with information on wait time, and ensure that they are made familiar with examination procedures.
* Take and record patients’ specifics including contact information, medical insurance coverage data and vital signs.
* Prepare patients for examinations and surgeries.
* Assist podiatrists in examining patients by developing and exposing x-rays and providing initial analysis.
* Educate patients about measures to take with their feet, ankles or lower limbs to ensure appropriate in-home care.

Interstate Security 2015-2016

**Gate Guard**

* Inspects outgoing traffic to prevent unauthorized removal of company property or products.
* May record number of trucks or other carriers entering and leaving.
* May perform maintenance duties, such as mowing lawns and sweeping gate areas.
* May require permits from employees for tools or materials taken from premises.
* May supervise use of time clocks for recording arrival and departure of employees.
* May answer telephone and transfer calls when switchboard is closed.
* When stationed at entrance to restricted area, such as explosives shed or research laboratory, may be designated Controlled-Area Checker.

Platinum Group Security 2017-2018

**Front Desk Security**

* Required to offer security services at the front line.
* Required to halt each car coming in and/or exiting the premises. Ensure that there is no illegal or unauthorized material being taken inside.
* Maintain records.
* Make use of safety equipment in order to handle certain situations.

Hollywood Manor Assisted Living Hollywood, FL 8/2014 – 11/2015

**Home Health Aide**

* Bathe, groom, shave, dress, or drape patients to prepare them for surgery, treatment, or examination
* Monitor patients to make sure they are comfortable and have everything they need
* Observe patients' conditions, measuring and recording food and liquid intake and output and vital signs, and report changes to professional staff
* Feed patients who are unable to feed themselves as well as bathe, groom, and shave when necessary
* Provide patients with help walking, exercising, and moving in and out of bed
* Provide patient care by supplying and emptying bed pans, applying dressings and supervising exercise routines
* Transport patients around the facility
* Maintain room sanitized and organized

**CERTIFICATIONS**

* HHA Certified
* CPR Certified
* HIPAA and Domestic Violence
* Assisting with Self Medications