# La'Shonda Henderson

**Certified Medical Assistant/ Phlebotomist**

Houston, TX 77057

shondamarie76@gmail.com

+1 713 373 6675

## Professional Summary

Very hardworking, dependable, easy and quick learner and detailed-oriented. I consider myself to be a people person and communicates well with the public. I enjoy working as a team and Independently.

I'm always up for a challenge. I love to learn new skills and willingly to be that helping hand in any way possible.

Authorized to work in the US for any employer

Authorized to work in the US for any employer

## Work Experience

### Neuro Technician

Texas Center for Lifestyle Medicine-Houston, TX

July 2025 to Present

Travel to local facilities to provide Neurotherapy to patient that is diagnosed with Dementia, Alzheimer's and Impaired cognitive conditions. Brian training is provided to improve the patient's cognitive impairment. Vital signs are taking at each training session, documentation is also recorded in the patient chart using Eclinical works. other duties include scheduling patients for a follow-up visit with the physician, scheduling patient for brain views and scheduling patients for brain assessments.

### Field Medical Assistant

West Coast Wound & Skin Care-Houston, TX

March 2024 to June 2025

Travel to patients home or living facilities to perform wound care therapy and compression wraps for Lymphedema. Perform blood draw( to check to for infection, A1c levels, CBC, BUN) and checking vitals. Documenting of patient medical history, medication and updated information into EHR. Communication with providers on patients condition. Educate patients on maintaining proper care.

### Certified Clinical Medical Assistant/ Phlebotomy

Bella ObGyn/HCA Healthcare-Houston, TX

October 2022 to March 2024

Clinical: OHSA trained, perform accurate dosage calculation and medication administration, vital signs, injections (ID, SC, and IM), venipuncture (vacutainer, butterfly and syringe method), assist provider with exams treatments and procedures, performs clinical lab tests (UA, Pregnancy, Stool, Glucose). Vital signs, urine testing, pregnancy tests, rooming patients, document patient complaints and medical history.

Administrative: Microsoft office,E-Clinical Electronic Medical Records. Knowledge of diagnostic (ICD-10) and procedural (CPT and HCPCS) coding. Educate patients and their families on disease processes and medical surgical procedures.

### Certified Clinical Medical Assistant/ Phlebotomy

Texas Well Med Clinic (Temporary)-Houston, TX

May 2022 to August 2022

Clinical: OHSA trained, perform accurate dosage calculation and medication administration, vital signs, injections (ID, SC, and IM), venipuncture (vacutainer, butterfly and syringe method), assist provider with exams treatments and procedures, performs clinical lab tests (UA, Pregnancy, Stool, Glucose).

Administrative: Microsoft office, Electronic Medical Records, answer phones and relay messages to correct person, verify schedules and reschedule appointments, Knowledge of diagnostic (ICD-10) and procedural (CPT and HCPCS) coding. Educate patients and their families on disease processes and medical surgical procedures.

Therapeutic: Provides ambulation training (wheelchair, walker, cane and crutches)

### Medical Assistant

College of Healthcare Professions-Houston, TX

October 2021 to June 2022

Clinical: OHSA trained, perform accurate dosage calculation and medication administration, vital signs, injections (ID, SC, and IM), venipuncture (vacutainer, butterfly and syringe method), assist provider with exams treatments and procedures, performs clinical lab tests (UA, Pregnancy, Stool, Glucose).

Administrative: Microsoft office, Electronic Medical Records, answer phones and relay messages to correct person, verify schedules and reschedule appointments. Knowledge of diagnostic (ICD-10) and procedural (CPT and HCPCS) coding. Educate patients and their families on disease processes and medical surgical procedures.

Therapeutic: Provides ambulation training (wheelchair, walker, cane and crutches)

### Specimen Collector

Nationwide Testing Systems-Houston, TX

May 2021 to September 2021

Urine drug testing and Covid testing for DOT CDL drivers, pre-employment, random testing and personal use testing. Make copies of patient DL or Identification card and medical cards, enter patient information into computer system, update companies information in quick books, complete correct lab forms for tests administered, perform standard drug testing and observed testing, communication with companies and patients through email and phone.

### Criminal Records Data Processor

SJV Data Solutions-Remote

January 2021 to April 2021

Process Criminal records for pre-employment for different jurisdictions. Data entry of court information based on filtering or client guidelines. Records include criminal, traffic, civil cases and statewide cases.

### Data Entry Operator

US LEGAL SUPPORT-Houston, TX

February 2019 to April 2020

Data entry of legal paperwork, requesting records from various companies, emailing of CSR for lack of information for cases, court records search, Create status letters for clients, researching locations for correct information, processing of paperwork, contacting companies to verify accurate information, research legal cases.

### Special Education Paraprofessional

Lufkin ISD-Lufkin, TX

September 2015 to December 2018

Responsibilities:

Teach special needs 6th & 7th graders basic education needs. Assist in training students to learn how to read, write, identify colors, shapes and numbers. Prepare students to develop education and everyday living skills needed to be promoted to the next grade level. Assist special needs students with feeding, grooming, restroom needs, and medication.

(Clerk position) Input of grades and progress, ARD paperwork in Esped, student attendance, typing memos, MCX medicaid billing, update student information into computer and correspondence with parents.

Skills Used:

Use of computers, multi-lines phone system, filing, data entry, communication, faxing,copying and scanning documents.

## Specimen Collector

MTC Corrections-Diboll, TX

December 2014 to February 2016

collecting Inmates specimens, such as blood, urine or tissue samples, in the Infirmary. They perform basic data entry tasks, get samples ready for additional laboratory testing and processing, and transport the samples to different facilities.

## Office Assistant/Receptionist

Burke Mental Health Center-Lufkin, TX

November 1999 to August 2014

Responsibilities:

Data Entry, filing, scheduling patients appointments, insurance verification, document entry for clients, documentation of notes into computer,prepare clients to be seen by nurse, communication with nurses, case managers and parents (guardians) about behaviors or medical situations, assist with prescribed medicine and vital signs charting. Supervise staff and caseloads paperwork, scheduling of conference room.

Accomplishments

I begin as a staff and was promoted to Supervisor over staff. I have been with this company will be 14 years .

Skills Used

Supervisory, computer skills and training of new staff and secretarial duties, filing, charting,documentation, timekeeping, scheduling of conference room, use of multi-lines phone system.

## Medical Assistant

Woodland Heights Medical Center-Lufkin, TX

May 1995 to February 1997

Responsibilities:

• Taking medical histories

• Explaining treatment procedures to patients

• Preparing patients for examinations

• Assisting the physician during examinations

• Collecting and preparing laboratory specimens

• Performing basic laboratory tests

• Instructing patients about medication and special diets

• Preparing and administering medications, including by intramuscular, intradermal, and subcutaneous injections-including vaccinations/immunizations, as directed by a physician or other licensed provider

(e.g., a nurse practitioner or physician assistant)

• Transmitting prescription refills as directed

• Phlebotomy

• Taking electrocardiograms

• Wound care and changing dressings

Accomplishments

Patients were very fond of me and enjoyed the days I were scheduled to work. I was requested a lot by patients!

Skills Used

Computers, typing, filing, multi-lines phone, faxing, copying/scanning and charting.

## Education

**Certified Medical Assistant (College)**
College of Healthcare and Professions-Houston, TX
September 2023 to June 2024

**Phlebotomy (Trade School)**
Oquirrh Mountain Phlebotomy School-Houston, TX
June 2020 to September 2020

**Diploma**
Huntington High School-Shreveport, LA
January 1991 to December 1994

## Skills

- Medication administration
- Microsoft Excel
- Medical terminology
- Special Education (3 years)
- Experience Administering Injections
- charting
- Office Equipment (10+ years)
- Customer support (5 years)
- Vital Signs Experience (5 years)
- Customer service
- Data entry
- Word
- Behavioral health
- Typing
- Computer skills
- Microsoft Office (10+ years)
- Documentation (10+ years)
- scheduling. (10+ years)
- Data Entry Operator
- Patient Care
- Certified clinical Medical Assistant
- Certified Nursing Assistant (5 years)
- EMR systems
- multi-line phones
- data entry
- Computer literacy

- Customer Service (10+ years)
- Excel
- Vital signs
- filing
- Phlebotomy
- Documentation review
- Communication skills
- Computer Skills (10+ years)
- Medical Records
- Time management

## Certifications and Licenses

**CPR Certification**

**Certified Medical Assistant**

**BLS Certification**

**RMA**

**CCMA Certification**

**Certified Medication Aide**

**First Aid Certification**

**NRCMA**

**ACLS Certification**

**Certified Phlebotomy Technician**