

Taj Hill

Baltimore, MD 21201

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Dynamic healthcare professional with extensive experience at Johns Hopkins University, excelling in surgical preparation and patient care. Proven ability to enhance operational efficiency and improve patient outcomes through effective team collaboration and adherence to infection control protocols. Skilled in electronic medical records management and committed to maintaining patient confidentiality.

Skills

HIPAA compliance

Medical coding

Staff oversight

Patient care coordination

Airway management

Focus groups

Data collection

Research design

Clinical support

Equipment preparation

Clinical leadership

Team building and supervision

Drug preparation

Literature review

Health promotion

Project management

Work History

Research Assistant/Lead Certified Medical Assistant

Johns Hopkins University, Baltimore, MD

June 2011 - Current

- Collaborated with researchers and scientists to design and execute experiments.
- Prepared samples for analysis by performing complex sample preparation tasks.
- Participated in research projects by designing and executing experiments.
- Provided support and guidance to junior lab staff.
- Obtained client medical history, medication information, symptoms, and allergies.
- Directed patients to exam rooms, fielded questions, and prepared for physician examinations.
- Assisted physicians with minor surgeries, including preparing operating room and sterilizing instruments.
- Performed medical records management, including filing, organizing and scanning documents.
- Assisted with routine checks and diagnostic testing by collecting and processing specimens.
- Kept medical supplies in sufficient stock by monitoring levels and submitting replenishment orders before depleted.
- Implemented care and efficiency improvements to support and enhance office operations.
- Oriented and trained new staff on proper procedures and policies.
- Helped improve patient outcomes by educating and advising on relevant treatments and care.
- Collaborated with medical and administrative personnel to maintain patient-focused, engaging, and compassionate environment.
- Prepared lab specimens for diagnostic evaluation.

Senior Operating Room Technician (PRN)

University Of Maryland Shock Trauma, Baltimore, MD

January 2014 - Current

- Adhered to universal precautions, applying aseptic techniques to operating room equipment and personnel.
- Participated in OR suite turnaround procedures such as cleaning and case cart management.
- Oversaw proper handling of specimens and cultures, complying with prescribed hospital procedure and regulations.
- Participated in OR quality initiatives, providing constructive feedback to enhance future performance.
- Adjusted and monitored injectable and inhaled anesthesia and sedation by thoroughly assessing vitals and health of patients.
- Stocked anesthesia supplies in anesthetizing locations, fiber optic carts, ploss carts and emergency airway bags.
- Assisted with transports of invasively monitored O.R. and I.C.U. patients.
- Maintained and cleaned anesthesia machines by changing soda-lime, refilling vaporizers with anesthetic agents and replacing nitrous, oxygen and air cylinders.
- Operated invasive hemodynamic monitoring equipment, intubation bronchoscopes and ultrasonic scanning devices under direction of licensed anesthesia provider.
- Assisted anesthesia personnel with insertion and setup of temporary pacemakers, catheters, invasive monitoring lines and central lines for hemodynamic monitoring.
- Scheduled repairs for malfunctioning equipment and kept accurate records of all medical components and machines for optimal efficiency.
- Pretested and calibrated anesthesia delivery systems and monitors.
- Verified availability of operating room supplies, medications and gases.
- Educated patients and families about procedures, risks and benefits of anesthesia.
- Participated in consultations and preoperative assessments with anesthesiologists before surgeries.
- Provided airway management interventions, tracheal intubation, and ventilatory support.
- Managed proper administration of prescribed anesthetics to patients ahead of surgical procedures.
- Assisted post-operative patients with acute pain management in line with established safety and medicine administration protocols.
- Accessed and reviewed safety data sheets (SDS) of hazardous materials and latex allergy items used in anesthetizing location.
- Followed infection control procedures to maintain cleanliness of anesthesia monitors and apparatuses.
- Maintained sterile anesthesia supplies within expiration date.

Lead Health Technician

Department Of Defence, Bethesda, MD

June 2019 - January 2022

- Gathered, charted, and analyzed patient history data and discussed key points with clinicians.
- Educated patients about procedures, answered questions, and provided comforting words to control anxiety and enhance procedure results.
- Cleaned and sterilized instruments, equipment and surfaces.
- Assisted physicians in diagnosis and treatment of patients.
- Participated in hospital and clinic staff meetings to discuss patient care.
- Educated patients and caregivers on proper ways to use breathing apparatuses at home.
- Called patients post-procedure to inquire about status, recovery and questions.
- Monitored patient vital signs, lab results and other indicators of health.
- Advised patients and families on health topics pertinent to care and treatment.
- Instructed patients in at-home care and continued treatments.
- Monitored patients during surgeries and identified specific response patterns.
- Maintained accurate patient charts and medical records.
- Adjusted and monitored injectable and inhaled anesthesia and sedation by thoroughly assessing vitals and health of patients.

- Stocked anesthesia supplies in anesthetizing locations, fiber optic carts, ploss carts and emergency airway bags.
- Maintained and cleaned anesthesia machines by changing soda-lime, refilling vaporizers with anesthetic agents and replacing nitrous, oxygen and air cylinders.

Education

Johns Hopkins School of Nursing at Baltimore, MD

Master of Science in Nursing Expected in September 2028

Southern New Hampshire University at Hooksett, NH

Bachelor of Science in Public Health Expected in December 2025

- Dean's List Summer 2024
- Dean's List Fall 2024
- Dean's List Winter 2024
- President's List Spring 2025

The Community College of Baltimore County at Catonsville, MD

Associate of Science in Allied Health May 2014

Surgical Technology
Anesthesia Technician

Pima Medical Institute at Colorado Springs, CO

No Degree in Medical Assistant May 2005

- Dean's List

Certifications

- CSFA - Certified Surgical First Assistant
- CCMA - Certified Clinical Medical Assistant
- Certified - Anesthesia Technician
- BLS