

Andy Juarez

3375 Woodland Field
Phoenix, AZ 85044
(602) 555-1276

Objective: Senior Emergency Services Dispatcher

- Highlights:**
- Completed courses in first aid and emergency medical services.
 - Demonstrated ability to work effectively under stressful conditions.
 - Excellent communications skills in English and Spanish.

Experience:

July 1993
to Present

Heller Ambulances, Inc. Phoenix, AZ

Ambulance Dispatcher

- Questioned each caller to determine the type, seriousness, and location of the emergency.
- Dispatched the appropriate type and number of units in response to calls for assistance.
- Immediately informed supervisor and entered call data into computer database.
- Maintained communication with the dispatched units and the caller, providing ambulance personnel with updates on the patient's condition.
- Kept records and logs of calls received, ambulances monitored and actions taken.

August 1990
to June 1993

Desert Hospital Phoenix, AZ

Medical Records Clerk

- Checked all new patient forms for completeness.
- Transcribed office medical records, including consultations, history and physicals and office visits.
- Input medical insurance billing information into the computer system.

Education: Swanson Community College Phoenix, AZ

Associate of Arts in Communications

Affiliations: Member, Associated Public Safety Communication Officers

References: Available upon request