

JUDY STERLING

PROFILE A versatile, intelligent, energetic, hard worker with over thirty year's experience in the medical field.
Action and results oriented with special focus on interpersonal and organizational skills.
Good leadership qualities as well as a team player. RPN in good standing with the College of Nurses.

SKILLS Extensive experience dealing with patients and all aspects of Customer Services including children.
Experience in training of new employees.
Knowledge of Microsoft, medical programs including OHIP billing and EDT.
Skilled at problem solving.
Ability to work in a fast paced environment, multi task as well as pay attention to details and good organizational skills.

PROFESSIONAL EXPERIENCE

AssessMed - February 2007 – present

RPN, Team Leader, training procurer – 2003-2007
Post Road Health

Nutrition and diet counselling of patients as well as veinipuncture/Glucometre readings.
Training of new employees in company protocol, veinipuncture and care of patients.
Problem solving with patients and staff.
Taking histories of patients and their families.

Practical Nurse/Receptionist
Dr. Robert Ames/Family Physician – 2000-2003

Assisting doctors with procedures.
Taking histories, blood pressures and simple laboratory tests.
Booking appointments for patients.
Advising patients on healthy living, nutrition, exercise etc.

Office Manager
Bolton After Hours Clinic – 1996-1998

Hiring staff and scheduling doctors for shifts.
OHIP reconciliation and retrieval of unpaid claims to ensure doctors
are paid correctly.

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