

VANIA Barros BURKE

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Professional Summary

Diligent professional. Organized and dependable candidate successful at managing multiple priorities with a positive attitude. Willingness to take on added responsibilities to meet team goals. To seek and maintain full-time position that offers professional challenges utilizing interpersonal skills, excellent time management and problem-solving skills.

Work Experience

Licensed Aesthetician

Pivotal Aesthetics-Malden, MA
March 2020 to Present

Guided patients through process, explaining what to expect and how to follow up to improve results.
Contacted patients to prepare for treatment, follow up after services and recommend promotions.
Developed individualized, therapeutic skin care programs.
Advised clients on proper home-care regimens.
Cleaned and disinfected equipment to promote safe and sanitary environment.

Medical Assistant/Aesthetician

Laser MD Medspa-Burlington, MA
July 2021 to February 2022

Enhanced clinic efficiency by assisting physicians with routine procedures and diagnostic tests.
Improved patient experiences by efficiently managing appointments and maintaining organized medical records.
Facilitated seamless patient care with thorough and accurate documentation of medical histories, vital signs, and medications.
Ensured patient safety and comfort during examinations, effectively addressing concerns and answering questions.

Education

Bachelor of Science in Social Work

Anhanguera University - Sorocaba - São Paulo, SP
July 2012 to July 2012

Skills

- Strong Communication Fluent in Portuguese and Spanish
Patient support Infection Control

- Case Management
- English
- Medical Scheduling
- Customer service
- Vital signs
- Blood sampling
- Phlebotomy
- Patient care

Certifications and Licenses

Esthetician License

CPR Certification

CCMA Certification

BLS Certification

AED Certification

RMA

NRCMA

PBT (ASCP)