

Grace Holloway

Neurodiagnostic Assistant

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SKILLS

- Patient Preparation
- 10-20 System
- Video EEG Monitoring
- Infection Control
- Supply Inventory
- Scheduling
- EHR
- Medical Terminology
- Customer Service
- Communication Skills

EDUCATION

Certificate 12/2024
Portland Community College
Portland, OR
Medical Assisting

CERTIFICATES

Certified Medical Assistant (CMA)
American Association of Medical Assistants
02/2025

Basic Life Support (BLS)
American Heart Association
03/2025

SUMMARY

Neurodiagnostic assistant with 1.5 years in a hospital EEG and epilepsy monitoring department and 2 years of clinic front desk work before that. Handles patient preparation, measures heads for technologists, observes video EEG monitoring and keeps electrodes and supplies ready for 20+ studies a day. Certified medical assistant with current BLS.

EXPERIENCE

- Neurodiagnostic Assistant** 04/2025 - Present
Willamette Neurology & Sleep Center Portland, OR
Hospital neurodiagnostic department with 4 EEG rooms and a 5-bed EMU.
- Complete patient preparation for **20+** EEG and evoked potential studies a day, from ID checks to history forms.
 - Measure and mark heads for the 10-20 system and set out electrodes so technologists start on time.
 - Observe EMU patients on video EEG monitoring and press the event marker and call staff during seizures.
 - Process electrodes and caps through cleaning and disinfection by infection control policy, about 60 sets a day.
 - Coordinate the next-day schedule and supply inventory, cutting late study starts by 25% in 2026.
- Front Desk Coordinator** 02/2023 - 03/2025
Rose City Pediatrics Portland, OR
Pediatric clinic with 9 providers and 2 locations.
- Checked in 80-100 patients a day and verified insurance and contact details in the EHR.
 - Scheduled appointments and specialist referrals for 5 providers with correct medical terminology on each order.
 - Answered 150 calls a day and routed urgent symptoms such as seizures or high fevers to triage nurses.
 - Collected copays and balances, closing the cash drawer with exact counts every day for 2 years.