



# Cutting Edge

## TRAINING & TRADES



HEALTHCARE



MANUFACTURING





## ABOUT US:

Cutting Edge began its operations in August 2017, the inspiration for the company was the realization that there was need for a company that can minimize staffing shortages and maintain continuity of personnel of short and long-term contracts with a focus on delivering human capital workforce solutions in the Healthcare and Manufacturing industries.

In targeting the employment and staffing industry, the need for skilled trade candidates became an urgent need within the workforce nationally. Cutting Edge broadened its focus and mission to not only assisting individuals in obtaining gainful employment but providing training in a skilled trade that will create financial stability. Knowledge and experience to obtain entry- level employment.



# Employment Resource Center

## Employment

Cutting Edge Staffing is proud of the fact that we possess a management team that demonstrates honesty, integrity, professionalism in all aspects of operation and are dedicated in employing superior people who deliver superior service.



✓ **“People aren’t a number game.”**

## Quality

- Clients
- Knowledge of Company Culture
- Exact Specifications for Position
- Continuous Open Communication



## Healthcare

Healthcare Trade Programs Offered:



**Certified Clinical Medical Assistant Training:**  
(Accelerated Training / Hands-On Required)

Working in the clinical area of the medical field and closely assisting providers with numerous exams and procedures, clinical medical assistants are a crucial part of the healthcare industry. From taking vital signs, to administering injections and medications, and performing EKG or other essential laboratory procedures, the medical assistant is often the first and last person a patient interacts with making a lasting impact on the patient's experience. In our training program, students learn about core elements of medical assistance, including Foundational Knowledge and Basic Science, Anatomy and Physiology, Clinical Patient Care (taking vital signs, performing EKG/ phlebotomy), Patient Care Coordination and Education and Administrative Assisting.



# Healthcare

Healthcare Trade  
Programs Offered:



## Certified Medical Administrative Assistant: (Accelerated Training / Hands- On Required)

Medical Administrative Assistants are critical in keeping healthcare office running smoothly and play an important role in the patient experience. The program teaches the fundamentals of administrative duties, reviewing and answering practice correspondence, operating computer systems to accomplish office tasks calls and schedule appointments. The course also included updating and maintain patient and other practice - specific information and coordinating reports such as time and attendance.



## Certified Phlebotomy Technician: (Accelerated Training / Hand- On Required)



The profession of Phlebotomy is taught didactics, student laboratory and clinical experiences. The course will focus on skill development in the performance of a variety of blood collection methods using proper techniques and standard precautions. Blood collection procedures

performed includes vacuum collection devices, syringes, capillary skill puncture, butterfly needles and specimen collection on adults. Collection of specimens from children and infants is discussed. Emphasis will be placed on infection prevention, patient identifications, specimen labeling, quality assurance, specimen handling, processing, accessioning, professionalism, and ethics. Students will learn the theory and principals of CLIA waived laboratory tests and perform the test in the student laboratory.

## Certified Billing & Coding Specialist: (Accelerated Training / Hands- On Required)

The skills learned through medical billing and coding are essential to hospitals, physician's offices, surgery centers, nursing homes, dental offices, home healthcare agencies, mental health facilities and even insurance companies and consulting firms. Students will learn how to gather / review essential healthcare information, verify required documentation before patient information is released, prevent fraud/ abuse by auditing billing, support coding and billing processes, assign codes for diagnoses and procedures, submitting claims for reimbursements and auditing billing.



# Manufacturing

Manufacturing Trade Programs Offered:



## Entry- Level Welding: (Accelerated Training / Hands- On Required)



There is a genuine demand for skilled welders across the country with the recent decline in welding as a career choice. With this demand, welding careers are prevalent across the country with a variety of paths to take welding as a career whether it be aerospace, automotive, construction/infrastructure, manufacturing, railroads, and shipping

industries. The Entry-Level Welding Training is aligned with the American Welding Society's national standards and guidelines. The course is designed to provide training to gain the skills to perform and continue learning on the job as a welder. Students learn about the core elements of welding, including Occupational Orientation, Safety and Health of Welders, Drawing and Welding Symbol Interpretation, Shielded Metal Arc Welding (Stick Welding), Gas Metal Arc Welding (MIG Welding), Flux Core Arc Welding, Gas Tungsten Arc Welding (TIG Welding), Thermal Cutting Processes and Welding Inspection and Testing.

## Classes now available utilizing our New Mobile Welding Center

Our Mobile Welding Center is a standalone unit powered by a generator ready to travel to any training site. The Mobile Welding Center boasts six welding booths with all the consumables and ventilation required to complete the Entry Level Welder Training.

