

# JESSICA CLAIRE

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## SKILLS

- Basic Cardiac Life Support (BCLS) Certified
- Early childhood knowledge
- Multitasking
- First Aid/CPR
- Data management
- Time management
- Microsoft Office
- Bilingual
- Flexible schedule

## EDUCATION AND TRAINING

UTPA  
Edinburg , TX • 06/2007  
*High School Diploma*

## SUMMARY

Detail-oriented individual with extensive understanding of migrating families and their challenges. Great work ethic to ensure a successful outcome. Dedicated in working for others.

## EXPERIENCE

**Wesley Manor - Certified Nursing Assistant**  
*Frankfort, IN • 01/2018 - 12/2020*

- Fostered relationships with patients, caregivers and healthcare teams to achieve individual care plan targets.
- Documented patient intake and dietary requirements, also assisting with feeding and monitoring.
- Responded to patient alarms and needs-assessment requests to identify course of treatment.
- Assisted patients with shaving, bathing and oral hygiene to promote healthy habits and overall wellness.
- Conducted routine checks on standard patient vitals, including blood pressure, blood sugar and heart rate.
- Exhibited compassionate care and communication regarding issues surrounding death and dying.
- Rendered hands-on nursing care under direct RN supervision, adhering to medical center policies and procedures.
- Collaborated with interdisciplinary healthcare teams to provide high-quality patient care.
- Managed and maintained patient rooms, shared-living areas and nursing stations.
- Examined and addressed lacerations, contusions and physical symptoms to assess and prioritize need for further attention.
- Documented information in patient charts and communicated status updates to interdisciplinary care team.
- Engaged with patient family and friends to provide courteous, efficient visit experience.
- Consulted with nurses to develop patient care plans and evaluate treatment options.
- Facilitated activities of daily living, including personal hygiene management, feeding and ambulation.
- Delivered nursing assistance to residents in [Number]-bed [Type] care facility.

**City Of Chattanooga - Family Service Advocate**  
*Chattanooga, TN • 05/2017 - 11/2017*

Conducted home visits and kept in contact with families by phone in accordance with agency policies.

- Partnered with families and provided resources to build growth that promoted better self-reliance .
- Facilitated parental workshops and classes to provide support to children in achieving school and academic success.
- Managed parent support groups addressing topics such as positive discipline and parenting styles.
- Referred family members to outside support options to assist with specific needs.
- Identified appropriate community resources and provided referrals for services.
- Conferred with families to discuss options and goals.
- Assisted with recruitment and enrollment of families .
- Provided case review that addressed health, nutrition, and disabilities areas of children to determine specific needs.
- Ensured funded enrollment was met .
- Addressed health, nutrition, or any other appropriate issue with parent concerning child to further provide assistance if required.
- Obtained health records from parents as needed to effectively document in child or child’s file .
- Obtained written consent from parents to provide health services as needed for child in accordance with program guidelines.
- Assisted in the responsibility of collecting weekly collection of federal share or in-kind.
- Ensured childrens safety at all time therefore reporting any suspect child abuse or neglect.

**Anywhere Networks - Agricultural Worker**  
*City, STATE • 01/2011 - 11/2015*

- Helped plant and tend to acres of crop to consistently bring in high yields and quality products.
- Assisted with harvest, including collecting, sorting and packing crops.
- Picked fruits and vegetables on assigned plots and checked plants for signs of pest and disease.
- Harvested and inspected crops by hand for quality purposes.
- Removed roots, rocks and debris from field in preparation for planting.

**TMC - Teacher’s Aide**  
*City, STATE • 02/2008 - 05/2010*

- Taught children foundational skills such as colors, shapes and letters.
- Implemented hands-on, play-based strategies such as games and crafts for experiential learning.
- Controlled classroom environments with clearly outlined rules and positive reinforcement techniques.
- Collaborated with parents to develop and maintain strong support networks and build rapport to foster seamless communication.
- Monitored children's play activities to identify additional learning opportunities or behavioral issues.
- Planned and led games, reading and activities for the children.
- Identified warning signs of emotional and developmental problems in children.
- Created infant area, toddler area and preschool area of play within daycare area.
- Organized and led activities to promote physical, mental and social development.
- Encouraged early literacy through read-aloud time and alphabet games.
- Enhanced sensory abilities by giving children access to numerous textures and shapes.
- Escorted children on outings and trips to local parks and zoos.
- Led reading classes for preschool-aged children to build foundational knowledge.
- Communicated with parents and other caregivers about child's progress and behavioral concerns.
- Supported children's emotional and social development by adapting communication tactics for differing client needs.
- Communicated with children's parents and guardians about daily activities, behaviors and problems.
- Built stable, consistent and positive environment for children appropriately.
- Supervised circle time, free play, outside play and learning and developmental activities.
- Employed variety of materials for children to explore and manipulate in learning activities and imaginative play.
- Assisted teacher implementing age appropriate curriculum.