# Nursing Aide ROBERT SMITH

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# **Objective**

Customer service oriented professional with strong communication skills. Provides an understanding of administrative duties and workflows and the importance of accurate claims processing. Follows policies, procedures, and guidelines to assure consistent quality. Maintains patient privacy and confidentiality. Well organized and experienced with Microsoft Word and Office Suite. Maintains effective relationships and communication with patients, families, management and staff.

#### Skills

Microsoft Word, PowerPoint, and Excel Proficient, Conversational in Spanish.

## **Work Experience**

### **Nursing Aide**

#### **ABC Corporation** - 2003 - 2004

- Served as a preceptor to new staff members train, supervise and mentor Certified Nursing Aides to ensure they are trained to provide exceptional care.
- Managed the care of up to 25-30 patients including monitoring changes in medical conditions, prompt coordination with therapy and ancillary services and ensuring accurate medication administration.
- Provided a thorough assessment of each patients condition reviewed and analyzed medical history and lab and report pertinent changes to the physician.
- Verified and implemented physician orders timely while collaborating within a care team.
- Developed and implemented nursing care plans to ensure optimal and thorough care for each patient.
- Supervised patients admissions and discharge procedures, educating both the patient and families/caregivers on conditions, medication and care plans to ensure a smooth transition.
- Communicated with physicians and report changes in patients conditions and other matters of concern requiring prompt attention.

# **Nursing Aide**

#### **ABC Corporation** - 1998 - 2003

- Assist the residents in the facility with their daily care.
- Worked on a wing known as Heather Hall, for the elderly assisted living individuals.
- Cared for approximately 11 which was half split between another staff memeber.
- Bath, toilet, dressed, feed, transported and transferred a variety of faces while working there.
- Document the services I provided and kept my work station clean and neat.
- Worked all three shifts at some point of my empolyment.
- The time spent working there was rewarding and I gained a friend for life...

## **Education**

Practical Nursing - (Brown Mackie College - Akron, OH)