

# ROBERT SMITH

## Sr. QMAP

Phone: (0123)-456-789 | Email: info@qwikresume.com | Website: Qwikresume.com

### SUMMARY

Dedicated individual, committed to achieving excellence in the work field with honor, integrity and a positive attitude. Coachable as well as highly motivated to learn new skills.

### CORE COMPETENCIES

Management, Organizing.

### PROFESSIONAL EXPERIENCE

#### Sr. QMAP

**ABC Corporation - February 2013 – February 2015**

##### Key Deliverables:

- Frequently commended for maintaining the safety, respect and dignity of residents.
- Prepared for HIPAA and JCAHO reviews, ensuring required brochures and pamphlets were available to patients in all clinics.
- Cleaned and sterilized instruments and disposed of contaminated supplies.
- Maintained all confidential personnel files, licensing and CPR compliance records.
- Organized, updated and maintained over 200 patient charts.
- Recorded patients medical history, vital statistics and test results in medical records.
- Ensured HIPAA compliance.

#### QMAP

**Delta Corporation - 2012 – 2013**

##### Key Deliverables:

- Resident Manager/QMAP QMAP and care manager for 9 residents in assisted living, working 24 hour shifts.
- All cooking, cleaning, ADLs, ordering of meds and administration of medications.
- Administer medication for assisted living residents, assist residents with daily living activities, reorder medication as needed, document resident .
- Skills Used QMAP cerification.
- Monitor and administer medication for assisted living residents, reorder current medication, obtain new medication orders or discontinue current .
- CNA Worked with medications/ staff/ and new residents Had to be punctual as a medicine giver Skills Used communication/people skills Problem solving .
- Job Duties pass medication to clients, eye drops, breathing treatments, apply medicated creams, nose drops, assist in bathing, transfers, cooking, .

### EDUCATION

- GED in Sociology/ Criminal Justice - (Aims Community College - Loveland, CO)