

Robert Smith

Jr. Nursing Aide

CONTACT DETAILS

1737 Marshville Road,
Alabama
(123)-456-7899
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www.qwikresume.com

SKILLS

CNA, Housekeeping.

LANGUAGES

English (Native)
French (Professional)
Spanish (Professional)

INTERESTS

Climbing
Snowboarding
Cooking
Reading

REFERENCES

Reference - 1 (Company Name)
Reference - 2 (Company Name)

PERSONAL STATEMENT

Proactive, highly organized administrative professional with more than six years' experience in data processing and office management. Prior and current sales experience with high end clientele and cars. Superb ability to evaluate, coordinate, design and deliver a comprehensive range of technical and statistical reports. Highly proficient in data processing and report writing. Strong interpersonal and communication skills with an excellent ability to work as part of a team or independently.

WORK EXPERIENCE

Jr. Nursing Aide

ABC Corporation - February 2011 - July 2013

Responsibilities:

- Administered prescribed medications and intravenous fluids.
- Observe patients, charting and reporting changes in patients conditions, such as adverse reactions to medication or treatment.
- Provide Basic patient care or treatments, such as taking temperatures or blood pressures, dressing wounds, treating bedsores, giving enemas & douches, rubbing with alcohol, massaging, or performing catheterizations.
- Sterilize equipment and supplies, using germicides, sterilizer, or autoclave.
- Answer patients calls and determine how to assist them.
- Measure And record patients vital signs, such as height, weight, temperature, blood pressure, pulse, and respiration.
- Work as part of a healthcare team to assess patient needs, plan and modify care, and implement interventions.

Nursing Aide

ABC Corporation - 2007 - 2011

Responsibilities:

- February 2002 to November 2004 Answer telephone calls from potential customers who have been solicited through advertisements.
- Maintain records of contacts, accounts, QuickBooks and orders.
- Account Payable, Account Receivable, General Ledger, Trial Balance, Inventory, and invoice.
- Conduct client or market surveys in order to obtain information about potential customers.
- Employee of the months.
- Skills Used Computer, telephone skills.
- This is Dummy Description data, Replace with job description relevant to your current role.

Education

High School Diploma in American Council for Exercise - (Adirondack High School - Boonville, NY)

