

SELINA DOVETAIL

CNA

 s.dovetail@email.com
 (123) 456-7890
 Minnetonka, MN
 [LinkedIn](#)

EDUCATION

High School Diploma

Hopkins High School

 2015 - 2019
 Minnetonka, MN

SKILLS

- PointClickCare
- Epic Systems
- Cerner
- McKesson
- AlayaCare
- Timekeeping Software (Kronos)
- MedeAnalytics
- Brightree
- ShiftWizard
- MatrixCare

LICENSES

- Minnesota Nursing Assistant Certification
- Certified Home Health Aide (CHHA)

WORK EXPERIENCE

CNA

St. Therese of New Hope

 2021 - current  Minnetonka, MN

- Managed medications and treatment records for 160+ patients per month with a 99.8% accuracy rate using Epic Systems
- Implemented PointClickCare for electronic documentation, reducing the charting time by 13 hours per week
- **Guided four junior CNAs** to streamline patient transfer procedures, reducing patient wait time by 29 minutes/shift
- Organized care schedules using Kronos timekeeping software, ensuring accurate time tracking for 96 employees per month

Nursing Assistant Trainee

Minnetonka Nursing Home

 2020 - 2021  Minnetonka, MN

- Capitalized on MedeAnalytics to evaluate patients' health metrics, supporting care adjustments that led to a 26% boost in patient recovery rates
- Used MatrixCare to process patient information, reducing processing time by 32 minutes per patient
- Tracked patient conditions and reported changes using AlayaCare, **preventing 7 potential adverse events** in a quarter
- Created a new system for patient meal order entry in Brightree, cutting order inaccuracies by 12% within three weeks

Patient Sitter

Golden LivingCenters

 2019 - 2020  Minnetonka, MN

- Designed patient tracking logs using McKesson software, reducing discrepancies in care timelines by 13%
- Analyzed patient condition data from MedeAnalytics, contributing to early intervention plans that **reduced hospitalization days by 2.4 per patient** on average
- Supervised patient room activities, including documentation in Cerner, improving care continuity and reducing response time to patient needs by 12 minutes
- Built daily patient checklists with ShiftWizard, improving time management for three staff members