

ELAINA M. PUZINSKI
80 Washington Ave
Torrington, CT 06790
Tel: (860)-482-6143 Cell: (860)-307-2777
Email: elainapuzinski@gmail.com

PERSONAL

Well organized and proficient at multitasking and prioritizing. Detail oriented, accurate and focused. Highly effective communication skills, verbal and written. Positive outlook and compassionate personality. Excellent interpersonal skills with ability to easily establish rapport and trust. Able to adapt in fast paced environments. Proactive troubleshooter, able to identify problems and implement solutions. Willing to learn.

WORK HISTORY

Oct 2010 **C.N.A**
to *Apple Rehab Watertown*
Jan 2011 *Watertown, CT 06795*

Michelle Norieka - Human Resources
Phone- (860)-274-5428

I worked as a C.N.A. full time at Apple Rehab.

- Ensuring that residents receive the highest quality of service in a caring and compassionate atmosphere, which recognizes the individuals needs and rights.
- Handling and serving residents in a manner accommodating to their safety and comfort, under the direction of a nurse.
- Performing duties in accordance with state methods, techniques and standards.
- Assisting nurses in admitting, discharging and caring for residents personal belongings.
- Performing ADL's.
- Taking and recording weights, blood pressures, temperatures, pulse and respirations and daily charting along with progress notes.
- Providing direct care to residents.
- Performing other duties as requested.

Jul 2009 **Residential Counselor /Job Coach**
to *R.E.M Connecticut*
May 2010 *Middletown, CT 06457*

Jen Barter - Human Resources
Phone: (860)-704-0360

I worked as a residential counselor for mentally challenged clients at a group home in Winsted part time, Friday and Saturday. Also Monday through Thursday I worked at my company's vocational site in Wallingford per diem as a job coach.

- Helping special needs individuals to have stability and a routine.
- Cleaning the group home and preparing meals for clients.
- Taking clients out for the day on trips and special activities.
- Being there for the clients needs.
- Charting daily activities, progress and clinical behaviors.

EDUCATION

Feb 2012 **American Red Cross**
to *New Haven, CT 06511*
Apr 2012 *Phlebotomy/ EKG*

I attended the Red Cross where I became a certified phlebotomist and learned EKG skills. I finished the class with a 87% GPA.

Jan 2010 **Education Connection**
to *Goshen, CT 06759*
Mar 2010 *C.N.A.*

I attended Education Connection to become a C.N.A. and obtain my Connecticut Certified Nursing Assistant Certificate.

Aug 2004 **Torrington High School**
to *Torrington, CT 06790*
Jun 2007 *High School Diploma*

From 2004 to 2007 I attended Torrington High School. I made honors and maintained a 85% GPA.

CERTIFICATIONS

Connecticut Department of Public Health
 Nurse Aide Certification
 Certification #: NA9997434
 Original Certification Date: 07/22/2010

American Red Cross
 Phlebotomy /EKG Certification

QUALIFICATIONS

Through R.E.M Connecticut I became qualified for all State requirements that DDS mandates for companies working with special needs and mentally challenged clients.

- Medication Administration Policy Training.
- Physical/ Psychological Management Training.
- CPR and First Aid Course.
- OSHA Blood born pathogens.
- Food preparation and handling.

SOFTWARE/SYSTEM SKILLS

Currently I am up to date with software and computer skills which I am very good at. I learned from my previous jobs I had and also in high school classes I

took.

- Microsoft Word
- Microsoft Quick Books Pro
- Microsoft Power Point
- Microsoft Outlook
- Microsoft Publisher
- Microsoft Excel

REFERENCES

Catrice Fields -Phone: (561)-201-2766
27A Marine Street
Thomaston, CT 06787

Marie Paganinni -Phone: (860)-482-1853
76 Washington Ave
Torrington, CT 06790

Elizabeth Rivera -Phone: (860)-489-4325
75 Cook Street
Torrington, CT 06790

Melissa McCloud -Phone: (860)-307-9764
225 East Wakefield Blvd
Winsted, CT 06098