

MELISSA RAINES

OBJECTIVE

AN ORGANIZED, DETAIL-ORIENTED, AND CONSCIENTIOUS SELF- STARTER, ABLE TO STRATEGIZE AND PRIORITIZE EFFECTIVELY TO ACCOMPLISH MULTIPLE TASKS AND STAY CALM UNDER PRESSURE WITH OVER 25 YEARS OF EXPERIENCE WORKING WITH INDIVIDUALS WITH INTELLECTUAL DISABILITIES.

PROFESSIONAL ACHIEVEMENTS

CPR LICENSE

MEDICATION AIDE LICENSE

CERTIFIED NURSING ASSISTANT

CERTIFICATE FROM (CDC) FOR AUTISM CASE TRAINING: PART 2
DIAGNOSING

SKILLS

WORD
MICROSOFT EXCEL
POWERPOINT
CUSTOMER CARE
ABILITY TO WORK AS A TEAM
HONEST AND DEPENDABLE

WORK HISTORY

PATIENT CAREGIVER – (DADS) WALNUT CREEK RESIDENTIAL GRAND PRAIRIE, TEXAS

OCTOBER 2013- PRESENT

I CURRENTLY PROVIDE TOTAL PATIENT CARE TO 6 ADULT MALES WITH AUTISM AND DOWN'S SYNDROME IN A RESIDENTIAL SETTING. I TRANSPORT TO AND FROM ACTIVITIES, ASSIST WITH MEDICATIONS, COOKING, CLEANING, AND GROOMING. I AM RESPONSIBLE FOR THEIR SAFETY AND WELL-BEING AT ALL TIMES. I TRY TO TEACH THEM THE SKILLS THAT THEY NEED FOR EVERYDAY ACTIVITIES WITHOUT ASSISTANCE. THEY TEACH ME SOMETHING NEW EVERYDAY AND I AM BLESSED TO BE A PART OF THEIR LIVES.

PRIVATE CAREGIVER – JAMES JACKSON VENUS, TEXAS

NOVEMBER 2009- OCTOBER 2013

TOTAL PATIENT CARE FOR A MALE ADULT WITH DEMENTIA.
TRANSPORTING TO AND FROM DR. APPOINTMENTS AND DIALYSIS.
GROOMING, COOKING, HOUSEKEEPING, PET CARE, AND COMPANIONSHIP UNTIL HIS DEATH. I HAVE A LOT OF RESPECT FOR OLDER ADULTS. IT WAS AN AMAZING TIME IN MY LIFE. I HAD A TRUE FRIEND TILL THE END AND I WILL BE FOREVER GRATEFUL FOR THE EXPERIENCE.

**DIRECTOR OF MEDICAL RECORDS AND CENTRAL SUPPLY – KELLER OAKS NURSING CENTER
KELLER OAKS, TEXAS**

AUGUST 2004- NOVEMBER 2009

FILED AND RELEASED MEDICAL RECORDS FOR THE STATE, PREPARED
MARS, ORDERED, STOCKED, AND INVENTORIED SUPPLIES FOR THE
FACILITY. I ALSO WORKED AS A MEDICATION WHEN WE WERE SHORT
HANDED. I WAS HANDS ON TRAINED TO LEARN MEDICAL RECORDS AND I
BELIEVE THAT I AM MORE KNOWLEDGEABLE WITH THE TRAINING THAT I
RECEIVED.

EDUCATION

TARRANT COUNTY COLLEGE – ARLINGTON, TEXAS
MENTAL HEALTH

42 CREDIT HOURS

3.5 GPA

MANSFIELD BUSINESS COLLEGE -ARLINGTON, TEXAS
CERTIFIED NURSING ASSISTANT NURSE’S LICENSE

NAVARRO COLLEGE – WAXAHACHIE, TEXAS
MEDICATION AIDE LICENSE

CONCORDE CAREER COLLEGE – ARLINGTON, TEXAS
ASSOCIATES DEGREE IN NURSING SCIENCES
HONOR ROLL
PERFECT ATTENDANCE
FLORENCE NIGHTINGALE AWARD FOR ALL CLINICALS

EASTFIELD COLLEGE – MESQUITE, TEXAS
CURRENTLY ENROLLED FULL TIME
PSYCHOLOGY MAJOR

APRIL BROUGHAM

RESIDENTIAL MANAGER AT WALNUT CREEK RESIDENTIAL

(214) 694-1413

JERRY TAYLOR

PRIVATE HOME CARE MANAGER

(936) 201-3882