

# MELISSA K RAINES

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618 VALLEYVIEW STREET  
FERRIS, TEXAS 75125

CELL: (817) 455-0121  
EMAIL: ANIMAL8290@GMAIL.COM

## OBJECTIVE:

SEEKING AN ORGANIZATION WHERE I CAN UTILIZE MY TRAINING IN THE MEDICAL FIELD. I AM 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.

## QUALIFICATIONS:

CPR LICENSE

CNA LICENSE

MEDICATION AID LICENSE

## WORK HISTORY:

11-2016 TO PRESENT

THE VILLAGES OF DALLAS

CENTRAL SUPPLY/MEDICAL RECORDS/ CMA

ORDERING SUPPLIES FOR FACILITY, SCANNING MEDICAL CHARTS INTO POINT CLICK CARE, WORKING WITHIN BUDGET, INVENTORY CONTROL, AND ALSO WORKING AS MEDICATION AID WHEN NEEDED.

10-2013 TO 11-2016

WALNUT CREEK RESIDENTIAL (DADS)

TOTAL PATIENT CAREGIVER

## MELISSA K RAINES

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PROVIDED TOTAL PATIENT CARE TO 6 ADULT FEMALES WITH AUTISM IN A RESIDENTIAL SETTING. TRANSPORTED TO AND FROM DOCTOR APPOINTMENTS AND ACTIVITIES, ASSISTED WITH MEDICATIONS, COOKING, CLEANING, AND GROOMING. WAS RESPONSIBLE FOR THEIR SAFTY AND WELL-BEING AT ALL TIMES.

08-2009 TO 10-2013

KELLER OAKS NURSING CENTER

DIRECTOR OF CENTRAL SUPPLY/MEDICAL RECORDS/ CMA

FILED AND RELEASED MEDICAL RECORDS FOR THE STATE,, PREPARED MARS, ORDERED, STOCKED, AND INVENTORIED SUPPLIES FOR THE FACILITY. I ALSO WORKED AS A MEDICATION AID ON THE FLOOR WHEN NEEDED.

EDUCATION::

MANSFIELD BUISNESS COLLEGE- ARLINGTON, TEXAS

NURSING SCIENCES

TARRANT COUNTY COLLEGE- FT.WORTH, TEXAS

MENTAL HEALTH

NAVARRO COLLEGE -WAXACHIE. TEXAS

MEDICATION AID LICENSE

CONCORD CAREER COLLEGE--ARLINGTON, TEXAS

ASSOCIATES DEGREE NURSING SCIENCES

EASTFIELD COLLEGE-- MESQUITE, TEXAS

MENTAL HEALTH

REFERENCES:

LYNN BROWN- (972) 351-7089

APRIL BIGALOW- (214) 694-1413