

Keyonna Shaw

Certified Nursing Assistant/Certified Medication Technician

Crowley, TX 76036

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(314) 3590513

10 years experience as a nursing assistant providing a wide range of administrative and nursing support. Developed strong communication and interpersonal skills dealing with diverse patients and internal staff members. Solid computer skills utilized in the preparation of correspondence, documents. Proven ability to collate and organize large amounts of data efficiently.

Proven track record of efficiency in providing clerical support to a busy office. Good knowledge of relevant computer applications. Strong organizational and planning skills used in scheduling activities and completing multiple tasks on time. A self motivated worker always willing to take on additional duties.

Excellent general office skills coupled with a strong work ethic. Proficient in a number of computer applications and experienced at multi-tasking in a demanding work environment. A hard worker who can be relied on to complete tasks accurately and independently.

Authorized to work in the US for any employer

Work Experience

Care Partner/CNA

SSM Saint Louis University Hospital - St. Louis, MO

February 2016 to June 2019

Provides nursing care to abdominal organ transplant patients with primary focus on pre-operative and postoperative management of kidney, kidney-pancreas and liver transplant patients. Care is provided to patients with a wide range of pre and post-transplant kidney, kidney-pancreas and liver transplant diagnoses that require surgical evaluation and intervention.

Care Partners are responsible for meeting the basic needs of patients by providing skilled levels of bedside patient care under the direction of the Registered Nurse. Care Partners also perform clerical duties necessary to the functioning of the department. Delivers care requiring broad knowledge of aseptic technique, physiology, pharmacology and medical equipment.

CPI Certified

CNA - Certified Nursing Assistant

Delmar Gardens on The Green

June 2017 to January 2019

Bathe and dress patients

Serve meals and help patients eat

Take vital signs Turn or reposition patients who are bedridden Collect information about conditions and treatment plans from caregivers, nurses and doctors Provide and empty bedpans Lift patients into beds, wheelchairs, exam tables, etc. Answer patient calls Examine patients for bruises, blood in urine or other injuries/wounds Clean and sanitize patient areas Change bed sheets and restock rooms with

necessary supplies also serve as a conduit between patients and nurses and doctors and record and communicate all issues with staff, other duties might include transporting patients to operating rooms or treatment units and setting up equipment at a nurse or doctor's request.

CNA - Certified Nursing Assistant

STAFFLINK - St. Louis, MO

January 2017 to January 2018

Assisting patients within their home with daily living and hygiene. Also helping with laundry cooking and light housekeeping. Emptying catheters with stand by baths. Performs clerical tasks, such as arranging letters, memoranda, invoices and other indexed documents according to an established system. Operates office equipment and completes general office work. Additional duties may include answering telephones and data entry.

CNA - Certified Nursing Assistant

Creve Coeur Assisted Living and Memory Care - St. Louis, MO

December 2015 to December 2016

Provides patients' personal hygiene by giving bedpans, urinals, baths, backrubs, shampoos, and shaves; assisting with travel to the bathroom; helping with showers and baths.

Provides for activities of daily living by assisting with serving meals, feeding patients as necessary;

Maintains patient stability by checking vital signs and weight; testing urine; recording intake and output information.

Provides patient comfort by utilizing resources and materials; transporting patients; answering patients' call lights and requests; reporting observations of the patient to nursing supervisor.

Documents actions by completing forms, reports, logs, and records.

Maintains work operations by following policies and procedures. ambulating, turning, and positioning patients; providing fresh water and nourishment between meals.

CNA - Certified Nursing Assistant

Delmar Gardens Of Meramec Valley - Fenton, MO

October 2014 to April 2015

Responsibilities

My main role is to provide basic care to patients, as well as assist them in daily activities they might have trouble with on their own, such as bathing.

Accomplishments

Becoming someone the patient love and look forward to seeing the next day.

Skills Used

Bathe and dress patients

Serve meals and help patients eat

Take vital signs

Turn or reposition patients who are bedridden

Collect information about conditions and treatment plans from caregivers, nurses and doctors

Provide and empty bedpans

Lift patients into beds, wheelchairs, exam tables, etc.

Answer patient calls

Examine patients for bruises, blood in urine or other injuries/wounds

Clean and sanitize patient areas

Change bed sheets and restock rooms with necessary supplies

CNA, Restorative Therapy

Avalon Garden - St. Louis, MO

August 2013 to July 2014

Answers all call lights promptly. Reports problems to a primary nurse/ designee. Reinforces rehabilitation techniques as directed to maximize patient recovery. Participates in Therapeutic Dysphagia and Feeding Program as assigned. Assists with monitoring of diets, nutritional supplements as well as provides appropriate cues to patients for feeding or swallowing once directed by speech or occupational therapist. Provides water/juice and snacks as appropriate. Reports problems and progress to the primary nurse throughout the shift. Immediately reports accidents to the nurse. Refers questions and inquires to the nurse for follow-up. Communicates effectively with the rehabilitation team including nursing, therapy, and physicians. Provides and receives shift to shift report to ensure continuity of patient care. Observes safety rules, standard precautions and fire regulations. Maintains patient confidentiality, patient rights and privacy. Interacts with patients, families, peers and supervisors in a calm, positive, courteous and appropriate manner. Assists nurse with patient admissions, transfers and discharges; safeguards patients' belongings and other items during these procedures. Assists nurse in taking pictures of new admissions for insertion into the medical record. Collects specimens from patients as assigned and transports specimens to the lab if required.

Home Health Aide

Eunice Dent - Saint Louis County, MO

January 2007 to February 2013

Responsibilities

Light meals, light housekeeping, medicine reminder, bathing, help dressing.

Companion

Accomplishments

I gained nursing skills

Skills Used

More hands on practice in CNA

Education

Certified Medication Technician in Nursing

Daruby - St. Louis, MO

February 2019 to May 2019

Certificate in Nursing

Daruby - St. Louis, MO

2012 to 2013

Hsd in General Studies

Normandy High School - St. Louis, MO

2003 to 2007

Skills

MS Word Excel Outlook Knowledge of office management systems and procedures Excellent spelling and grammar skills Core Competencies organizational and planning skills communication skills information management attention to detail problem-solving adaptability reliability. Certified Nursing Assistant Skills and Qualifications: Multi-tasking, Medical Teamwork, Bedside Manner, Infection Control, Nursing Skills, Health Promotion and Maintenance, Creating a Safe, Effective Environment, Informing Others, Judgment, Pain Management, Acute/Critical Care. I have inventory skills, great communication skills, types 35wpm and a people person, cleaning g-tube, hospice, gait belt, feeding, bed baths, showers, Teamwork, Coordination, Organization, Planning, Time Management, Reporting Skills, Inventory Control, Documentation Skills, Equipment Maintenance, Data Entry Skills, Dependability (5 years), Home Health, Certified Nursing Assistant, Medical Records, CPR, EKG, Customer Service Skills, Filing, Microsoft Word

Certifications/Licenses

BLS for Healthcare Providers (CPR and AED)

March 2019 to March 2021

Additional Information

An independent and organized worker with five years experience performing a wide range of customer support functions for up to 20 employees and residents/families.