

MELISSA K RAINES

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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