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# JENNIFER EDWARDS

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## PROFESSIONAL SUMMARY

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I provide high-quality patient care as an in-demand perdiem CNA. Preserve patient dignity and minimize discomfort while carrying out duties such as bedpan changes, diapering, emptying drainage bags and bathing. I assist with activities of daily living such as helping with meals, transferring using a gait belt, bathing, dressing and grooming and monitor vital signs. Ensure the accurate, timely flow of information by maintaining thorough patient records and updating healthcare team on patients' status. I make sure that I give the patient good care and mainly insure safety is first.

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## SKILLS

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Quick learner Excellent verbal and written communication Client focused Ability to follow protocol Dependable Time management skills

- CPR/First Aid certified
- Tubule feedings and medications familiarity
- Dementia and Alzheimer's knowledge
- Companionship and emotional support
- Compassionate
- Patient-focused care
- Committed team player
- Strong presentation skills

- Assisted living, creative thinking
- Service, Customer service, customer service skills, Dependable, Diabetes, facility management, Geriatrics, image, invasive procedures, inventory, inventory control, legal, prepare meals, mail, money, office, Multitasking, nursing, organizational, patient care, patient flow, policies, problem solving, problem solver, progress, quality control, Quick learner, reception, recording, rehabilitation, teamwork, team player, phone, Time management, vital signs, written communication

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## WORK HISTORY

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### Caregiver, 03/2013 to 07/2017

- Assisted living At Silver Gardens Dallas, Tx Assist residents with activities of daily living.
- My shifts starts at 6 am, I would prepare breakfast, help residents get dressed, administer medications regularly.
- Chart there progress at the end of the shift.

### Office Clerk, 03/2017 to 03/2017

#### VTO INC. Home Health Care – Dallas, Tx

- Answered and managed incoming and outgoing calls while recording accurate messages. Opened and

properly distributed incoming mail. Greeted numerous visitors, including VIPs, vendors and interview candidates. Helped distribute employee notices and mail around the office. Maintained a clean reception area, including lounge and associated areas. Organized all new hire, security and temporary paperwork.

**Dietary Aide, 05/2011 to 07/2011**

**Christian Care Center – Mesquite, Tx**

- I would prepare meals for the elderly and Assist with residents and some customer Service as well with people that came in to visit. Strategically planned methods to achieve operational goals and targets. Skillfully developed departmental goals, objectives, standards of performance, policies and procedures.

**Certified Nurse Aide, 07/2017**

- Crystal Creek At Preston Hollow Dallas , Tx Take vital sign first thing in the morning.
- Help the patients get dressed and do showers on the one that needed for the day.
- Assist with breakfast, pass out hall trays.
- I also assist with incontinent issues, cleaning catheters and draining the bags.
- These patients are in need of rehabilitation and they need assistants until they get back to doing better to help themselves at home.

**Group Home Manager, 09/2017 to 03/2018**

**Avendelle Assisted living – Dallas, TX**

- Created all staff work schedules, ensuring that each shift had the appropriate number of employees.
- Communicated effectively with residents, staff and other stakeholders by actively listening, being respectful and promoting a positive demeanor.
- Assisted residents at a 7-person facility with basic hygiene and healthcare needs, including dressing and showering.
- Trained all new personnel.
- Hired, trained and supervised a team of 8 project managers.
- Gathered information and filed reports to resolve complaints.

**Certified Nursing Assistant, 04/2018 to Current**

**Rittenhouse Village At Spring Creek – Garland, TX**

- Answered patient calls for care and feeding.
- Monitored vital signs, such as blood pressure and pulse.
- Documents objective data and routine aspects of patient care.
- Assisted nurses with wound care for pressure ulcers, bed sores, and surgical site wounds.
- Member in good standing with Nurse Aide Registry.
- Followed safe lifting techniques and individual resident lifting instructions.

- Maintained accurate records of patient care, condition, progress and concerns.
- Collects patient specimens and data, including vital signs, input/output and other delegated measurements.
- Assisted with patient transfer and ambulation.
- Cared for clients with diagnoses such as respiratory failure, diabetes, Parkinson's disease, and muscular dystrophy.
- Assisted patients with ambulation and crutch walking.

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## EDUCATION

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**Associate of Science:** Current

**Lawyers Assistant School of Dallas - Dallas**