

Cynthia Terrell

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Abilities

A caregiver who takes pride in giving the best care possible serving those in need. I'm dedicated, supportive and a team player. I've worked as a CNA, Unit Clerk, Rehab Tech, DSW, Data Entry Clerk, Secretary and Residential Instructor.

Employment History

CNA

08/2009 - 01/2018 Elite Healthcare Solutions Fern Ave, Shreveport, LA

6+ months experience at these facilities. Willis-knighton Extended Care, Pathway Rehab Hospital, Specialist Hospital, Lifecare Hospital, RedRiver Behavioral Hospital, Glen Retirement, LiveOak Retirement, Homehealth and Hospice Assisted with or performed the following; ADL's, Prepared/served meals, toileting/diapers/bedpans/fracture pans, measure/empty Foley's/JP drains/Colostomies/Rectal bags, V/S, Weights, I/O's and Documented.

Certified Nursing Assistant (CNA)

08/2016 - 06/2017 Promise Hospital Of Louisiana Inc 1800 Irving Place Ste 100, Shreveport, LA

Assisted with or perform the following: bathing/bed baths, grooming/oral care, dressing, prepared/serve meals, toileting/diapers/bedpans/fracture pans, empty/measure Foley's, JP drains, Colostomies, Rectal bags, V/S, weights, I/O's. Documented according to facility.

Worked with Psych patients assisting 1:1 and with group activities. Assisted hospice patients with baths, keeping comfortable and administering meds as prescribed. Worked Rehab facilities with patients whose had post hip/knee replacement applying CPU and other equipment

CNA/DSW

08/2012 - 03/2016 Alliance Healthcare Northwest 3018 Old Minden Rd, Bossier City, LA

Assisted clients with ADL's. Prepared, served and fed meals. Provided light housekeeping, laundry, and shopping. Scheduled Dr. appointments, called in refills, and scheduled transportation on as needed basis. Documented on weekly log sheets. Administered meds as ordered. Encouraged exercise and social activities according to the clients needs.

Certified Nursing Assistant/Direct Service Worker

02/2012 - 10/2013 Good Home Care 6007 Financial Plaza, Shreveport, LA

Assist clients with activities of daily living. Preparing and serving meals, light housekeeping and laundry. Assist clients with medication refills and remind them to take their meds if necessary. Scheduling, transport and accompany to medical appointments. Run errands such as picking up meds, grocery shopping as needed. Encourage clients to maintain as much independence as possible depending on the clients ability. Provide tlc to all clients with a willingness and uplifting spirit. Document weekly logs as required. Attend inservice training as required.

Personal Care Attendant

10/2007 - 11/2011 Metropolitan Circle, LLC Shreveport, LA

As a personal care attendant I am responsible for the clients activities of daily living to include the following; bathing, dressing and undressing, grooming, oral hygiene, ambulating and exercises. Assist with light housekeeping, laundry, preparing and serving meals. Scheduled and accompanied to dr. appointments. Reordered medications, and reminded clients to take medications daily as needed. Record daily activities on logs weekly.

Home Health Aid/CNA

08/2006 - 02/2010

Ms. Helen Bowman

Shreveport, LA

Assist client with Activities of Daily Living, bathing, grooming, dressing. Assist to Dr. appointments, shopping, and other errands. Prepares meals, laundry, light cleaning. Assist as needed.

Rehab Tech/CNA

09/2005 - 04/2007

Doctors Hospital

Shreveport, LA

Assist patients with activities of daily living-bathing, dressing, and grooming. Worked with patients who received total knee replacements, broken and or hip replacement, fractures (such as ankle). Worked rehab, med-surg and ICU. Charted on appropriate forms. Worked alongside of physical, speech and occupational therapist. Set-up tractions and CPM machines as ordered. Took vitals signs, served snacks and meals. Transported patients to appropriate departments for therapy, lab, and special tests. Escorted patients to other medical facilities.

PCA (Personal Care Attendant)

02/2005 - 04/2006

LA Private Duty Specialists

Shreveport, LA

Provided homecare and hospitalization services for individuals with physical and mental disabilities, ranging in age from pediatrics to geriatrics. Long and short-term assignments. Provided professional care and encouraging support to enable each client to perform to the best of their ability.

Residential Instructor

04/2005 - 08/2005

Holy Angels

Shreveport, LA

Responsible for the guidance of mentally challenged residents with the activities of daily living. Assist residents with daily objectives to help each individual perform basic life skills such as hygiene, dressing, and bedmaking. Assist residents on shopping trips, church and other various functions. Instruct residents 30 hours per week in classroom setting with materials and objectives set in place by case managers. Assist residents as needed.

PCA, Supervisor

12/2004 - 03/2005

New Horizons

Shreveport, LA

Staffed Personal Care Attendants for people with physical disabilities. Assist and filled in until I could replace staff with a client as needed. Assisted agencies such as Easter Seals in providing a plan of care. Made quarterly visits to assess clients physical and environmental status. Responsible for providing and processing timesheets. Making sure time was accurate. Filed client and staff forms as needed. Basic computer skills in Word 00, Excel, and Access

Charge entry/Data entry

04/2004 - 10/2004

Medinomics

Shreveport, LA

Entered and updated new and existing patient information into database (CPU/KREDO). Added and deleted insurance coverage per client request. Confirm charges received from client charge sheets. Heavy data entry with attention to detail. Basic computer skills. Interact with other departments to insure proper billing.

Secretary

05/2003 - 09/2003

Shreveport Regional Arts Council

Shreveport, LA

Responsible for preparing board packets and attending monthly board meetings. Typed, data entry, faxed, copied, memos, Word 02, Access, Excel. Some experience (limited) with spreadsheets, dictation and minutes.

Customer Service Representative

08/2000 - 04/2002

American Medical Laboratories

Chantilly, VA

Provided customer care to clients and non clients. Phones - inbound and outbound calls. Reported lab results to appropriate facilities (medical and non medical), physician offices, hospitals, other labs, networking all around the U.S.; Dispatched on weekends with couriers and Airlines to insure all specimens brought in were routed to appropriate departments; Data entry, faxed copied, archived, memos, internet, Word 98, Excel, Access

Administrative Assistant III

07/1999 - 07/2000

Department of Human Services,
Arlington County

Arlington, VA

This 3 month job assignment was extended for one year. Provided clerical support to the Mental Health, Mental Retardation and Substance Abuse Department; Scheduled appointments for clients with various Physicians and counselors, typed routine correspondence, prepared-updated-closed patient charts, heavy data entry, faxed, copied, Word 98, Access and Excel. Assisted with incoming calls from clients and non-clients providing information on how or where to get whatever help was necessary.

Unit Clerk

02/1997 - 04/1999

Willis Knighton

Shreveport, LA

Medical terminology, charted (prepared-updated-closed patient charts), scheduled in-house and follow-up appointments, rotated throughout hospital, assisted staff physicians and nurses with various duties as requested