

Lena Jacobs

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United States

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PROFILE

Certified Medication Aid and a Certified Nurses Aid with over 18 years of experience, including 12 years of focus on geriatric care in nursing home settings. Highly experienced with nursing best practices, daily care, documentation, and common nursing home protocol. Excellent reputation with patients and their families, coworkers, and medical professionals; known for providing friendly and dignified care to patients.

CORE COMPETENCIES

Daily Tasks & Mobility
Monitoring Vital Signs
Physical Disabilities

Medication Administration
Wound Care Assistant
Dementia & Alzheimer's Care

Charting & Documentation
Cleaning & Hygiene
Oxygen Therapy

LICENSE AND TRAINING

House Cross

1998– 2002

Certified Nurse's Assistant
License Number:

- Valid through 2019

Allied Services
Certified Medication Aid
2000 to present

Career Point College

2015

Certificate in Practical Nursing
school closed down currently currently in teach out program

American Red Cross

1997 – Present

- First Aid Certification
- CPR Certification
- Award for Best Customer Service

National American University

June 4 2018- present

Currently enrolled for my Registered Nurse

PROFESSIONAL EXPERIENCE

Estrella Oaks nursing and Rehab

Certified Medication Aid Georgetown, TX 2013-2017
130-bed nursing home providing full-time care to residents. Help residents perform daily activities such as getting in and out of bed, bathing, taking medications, eating, and walking. Also help with weekly trips to stores, movies, and off-site activities by escorting residents onto bus and at destination. Occasionally assist charge nurse with administrative tasks including scheduling and delegating responsibilities to other employees.

- Implemented patient care for up to 76 patients per section.
- Interacted with departments regarding patient care.
- Educated patients/families on health care needs, conditions, etc.

- Provided assistance to Nursing Manager in the supervision of staff nurses.
- Evaluated staffing requirements including floor assignments.
- Maintained patient charts and confidential files.

AMericare home health

CNA/ Administrator Asst. Temple, TX 2005 – 2009

80-homes offering general care for elderly residents, in addition to specialized care for residents with significant memory loss. Rotated between general and Alzheimer's special care unit, depending on staff need. Learned how to handle the delicate needs of patients with Alzheimer's, dementia, and significant memory loss.

CNA/ Administrator Asst. Temple, TX

- Answered phone calls, greeted clients, and scheduled appointments.
- Assisted with purchasing of safety supplies and processed client orders.
- Managed financial bookkeeping for the company using QuickBooks.

Metroplex hospital Killeen, TX 1999-2006

Local hospital i would monitor pt heart rhythms and notify charge nurse if any changes. I would keep log and take vitals before and after leads are placed.

Telemetry tech Killeen, TX 1999-2006

Thorough knowledge of Microsoft Word and Excel.

- Implemented patient care for up to 12 patients per section.
- Scheduled patient admissions and discharges.
- Assessed patient status and notify charge nurse of clinical changes.
- Interacted with departments regarding patient care.
- Educated patients/families on health care needs, conditions, options etc.
- Evaluated staffing requirements including floor assignments.
- Maintained patient charts and confidential files.

Bell County Sheriff's Department Belton, TX 2008- 2014

Med Tech

Excellent verbal and written communication skills. Have frequently given presentations to large audiences.

Proficient in Spanish. Strong computer skills and exposure to Microsoft Word, PowerPoint, Excel, Lotus.

- Successful leader, equally effective as member of a team.
- Highly organized able to multi-task and accomplish multiple objectives.
- Administor medication to 3000 inmates in a timely manor.
- Ensure that the inmate takes themedts and does not hand off to the next person.
- Run clinical twice a week and dentist once every two weeks.
- Administer TP test and verify and document results.
- Check blood sugars and administer insulin per protocol.
- Professional demeanor and attentive to detail. Motivated and accomplished office manager and administrative professional with over 3 years experience; Attentive to detail, able to take initiative, prioritize multiple tasks and manage workload; Resourceful team player with can-do attitude. Thorough knowledge of Microsoft Word and Excel.