**Essence N. Ford**

702 Pleasant Valley, Garland Texas 75040

(903) 244-7738

[essenceford@ymail.com](mailto:essenceford@ymail.com)

I’m a reliable, care and service-focused certified nursing professional with excellent patient-care and charting skills. Compassionate, caring and technically skilled in attending to patients in all types of mental and physical healthcare settings.

***Part Time Receptionist***

*Stonemere Rehabilitation Center Frisco, Texas* **April 2017 - Present**

* *G*reeting all individuals into the front office area in a pleasant manner and responding to their business needs
* Help assist patients with opening containers, closing and opening doors and providing meals to help Certified Nursing Assistants when short staffed.
* Monitoring all visitors who enter the facility for security purposes
* Conduct normal telephone protocol by answering all incoming calls and responding appropriately to their requests or questions and taking messages when needed
* Processes all outgoing mail and maintains the front office area which includes all business equipment used on a daily basis
* Filing, faxing and scanning patients documents for efficient patient care
* Assisting patients and nursing assistants where needed with aid to rehab and restrooms

**Special Education Teacher’s Assistant August 2009 – August 2012** *Coppell High School - Coppell, Texas*

* Assisted teachers with daily activities and classroom curriculum
* Coordinated off and on campus student activities
* Assist students with classroom assignments such as reading, writing and extracurricular time
* Assisted special education students with mild and severe disabilities with grooming and eating, as well as assistance in using public facilities

**Librarian’s Assistant August 2011 – June 2012**

*Coppell High School - Coppell, Texas*

* Sorted and shelved books and periodicals
* Coordinated the distribution and receiving of school material
* Inspected and repaired damaged school material

**Education**

Centric Nursing Institute - Garland, Texas  **April 2018 – May 2018**

*Certified Nursing Assistant*

Coppell High School – Coppell, Texas **August 2009 – June 2012**

*High school diploma received*

Weatherford College – Weatherford, Texas **August 2012 - June 2014**

*Business Administration*

**Computer Skills**

*Microsoft Office, Word, Access, Excel, PowerPoint, Charts, Graphs, Apple MacBook, IOS RealServicing, Social Media, Typing WPM 25*

***Professional Skills***

*Excellent Verbal and written Communication skills, Astute Observation Skills, Time Management and Organizational Skills, Empathy and Compassionate, Follow rules and protocol, Excellent Caregiver & Provider*

References available upon request.