Jeanette Story, CNA, CPT.

Italy, TX 76651

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**Professional Summary**

Seeking a rewarding position as a Phlebotomist or CNA within Crescent Medical Center by utilizing my skills, abilities and experiences to enhance the quality of patient care.

**Medical Skills**

Venipuncture Minor Lab Testing Capillaries Handling Specimen

Chain of Custody Customer Service Vitals OSHA

Daily Living Assisting CLIA Biohazards Transportation

Medical Records Housekeeping Money Management Bookkeeping

Administration duties

**Work History**

**Certified Nursing Assistant**

Trinity Nursing and Rehabilitation September 2018 to current

Feed, bathe and dress patients, take patient vital signs, serve meals, make beds and keep rooms clean, answer calls for help and observe changes in a patient’s condition or behavior

**First State Bank Teller**

First State Bank September 2012 to June 2017

Customer Service, Bookkeeping, Money Management, Check Cashing, Withdrawals, Deposits, Administration duties: Handling incoming and outgoing calls.

**Receptionist**

Moreco, INC May 2011 to June 2011

Customer Service, booking meetings, schedule couriers, maintain reception area, answering and forwarding phone calls, screening calls, sorting and distributing postal mail.

**Education**

**Training Academy 4 U Phlebotomy**

Ferris, Texas October 2018

**Brightwood College Medical Assistant**

Ft. Worth, Texas May 2019

**Hope in my Hands Certified Nurse Assistant Program**

Arlington, TX September 2018

**Ashworth College** **Administration Assistant Program**

Norcross, GA July 2017

**Certification and Licenses**

CPT **National Healthcare Association** October 2018

CPR **American Heart Association** July 2018

CNA **Texas Nurse Aide Registry** September 2018