**Nikki Nicole Combs**

Wilmer, TX

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**Summary**

Enthusiastic Assistant Manager offering 17 years' experience in the medical field. Excellent team leader and problem solver with a resourceful and flexible approach. Knowledgeable about nursing and PCT operations and business needs. I am proficient in updating documentation, producing reports and tracking progress. I am a meticulous and methodical team player. Primary communications liaison for corporate-level leadership, external, internal and client-related correspondence. Competent and articulate professional adept in operations. I am confident I will make an immediate contribution to your team. I have demonstrated the ability to effectively handle situations or inquiries while working within policy, procedure, and standards. You will find that I am detailed oriented and able to analyze, prioritize, and resolve client requests or issues quickly and effectively. I possess excellent communication skills both oral and written. I am a dedicated service advocate.

**Skills**

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| I posses great medical terminology, team player, devoted employee, hard worker, very detailed oriented and optimistic in everything that I do. I go above and beyond for my team and I am always willing to listen and learn. |  |

**Experience**

Hickory Trail Hospital January 2014 to Current

Assistant Manager/ Dietary   
Desoto, TX

* Monitored weekly inventory control, creating templates to ensure optimal food and beverage stock for expense elimination.
* Hired and scheduled staff to meet business needs and demand.
* Improved efficiency by training staff on best practices and protocol.
* Interviewed and hired team members which demonstrated dedication and added value to team.

Lifecare Hospital of Dallas November 2016 to February 2018

Patient Care Technician  
Dallas, TX

* Coordinated patient care needs with the healthcare team and provided assistance with activities of daily living.
* Monitor vital signs and conditions of patients to ensure they are healthy. Assist patients with bathing, eating, changing, and going to the restroom. Complete documentation about patient condition, including their ****vital signs, mood, appetite, and any pain they are experiencing****.
* Recorded observations and baseline measurements to maintain accurate medical records.
* Collected lab specimens in adherence with safety protocols for patient tests.
* Recognized and reported abnormalities or changes in patients' health status to nursing staff.
* Delivered outstanding care based on physical, psychological, educational and related criteria for rehabilitated patients.

Regency Hospital of North Dallas January 2004 to July 2011

Patient Care Technician  
Dallas, TX

* Assisted patients with personal care, ambulation and general patient care needs.
* Charted daily information such as mood changes, mobility activity, eating percentages and daily inputs and outputs.
* Recorded observations and baseline measurements to maintain accurate medical records.
* Assisted patients with multiple chronic diagnoses including COPD and asthma.
* Completed daily rounds of the nursing department to verify that all nursing service personnel were performing their work assignments in accordance with acceptable nursing standards.

Q&A Home Health July 2011 to December 2013

Home Health Care Provider  
DeSoto, TX

* Administered personal care to clients within private home settings and championed patient independence and well-being.
* Assisted clients in completing activities of daily living by managing household activities, maintaining daily schedules and providing transportation to and from medical appointments.
* Worked to improve patient outlook and daily living through compassionate care.
* Administered all necessary medications as directed by care plan.
* Maintained a clean and well-organized environment to promote client happiness and safety.

Senior Care of LakePointe July 2002 to August 2004

Certified Nursing Assistant  
Dallas, TX

* Monitored and recorded patient vital signs, including recording daily inputs and outputs.
* Managed and maintained patients' rooms, shared living areas and nursing stations.
* Documented resident records on daily flow sheets.
* Read and recorded temperature, pulse and respiration.
* Assisted patients with bathing, grooming and feeding.
* Participated in the maintenance of safe conditions within the facility and other related areas.
* Provided hands-on nursing care to patients under direct RN supervision and in alignment with medical center's policies and procedures.
* Collected and delivered biological samples such as urine and blood for testing.

**Education and Training**

Hughes High School 1996

High School Diploma

Hughes, AR

Eastfield College 2002

Communications: PCT

Mesquite, TX