**CHARLES L. MELTON II, CNA**

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🕿 **469-758-7758 🖂** charlesmelton21@gmail.com

**PROFESSIONAL SUMMARY**

* Compassionate, Self-motivated and Dedicated health care practitioner committed to driving top-quality patient care. Delivers patient care through assessment, planning, implementation, and evaluation of patient needs with the highest professional standard while promoting nursing excellence through continued education and research.
* Dexterously assesses, plans, implements, evaluates and documents medical care of patients in accordance with organizational policies and in accordance with standards of professional nursing practice utilizing the framework for professional nursing practice and development.
* Demonstrates knowledge of medical Termanology and provides acute patient support; engage in monitoring vital signs and health condition; and proficient in all documentation/record maintenance/paperwork to ensure accuracy and patient confidentiality using basic computerized knowledge and skills.
* Known for the ability to quickly and effectively discern needs, solver problems, and strengthen relationships with a high volume of diverse patients and family members while maintaining composed, diplomatic, and helpful demeanor. Excellent bedside manner with proven ability to establish a quick rapport with patients and medical staff.

**AREAS OF EXPERTISE**

• Quality Health Care • Medical Team Collaboration • Extensive clinical skills

• Communications • Patient education • Computerized charting

• Diagnostic strength • Needs assessments • Wound Treatment

• Urgent care experience • Meticulous detail-oriented • Exceptional Interpersonal skills

• Problem & Analytical solver • Leadership & Interpersonal skill • Communication (verbal & oral)

**PROFESSIONAL EXPERIENCE**

**The Hillcrest of North Dallas 2017- Present**

**Patient Care Technician**

* Facilitate unit operations i.e., effective management of patient records, coordinated services, supplies and appropriate ordering of tests and procedures.
* Perform activities related to the utilization, maintenance, and support of the clinical electronic medical record.
* Provide education and troubleshooting support to professional clinical users to promote efficiency and excellence in the delivery of quality patient care.
* Provide plans of action, revisions to policies and procedures and work with all members of the patient care team to optimize the utilization of all aspects of the patients' medical record.
* Retrieve medical records, created a chart for new patients.
* Ensure accurate and effective management of the patients' medical records, maintain appropriate reports, supply lists and forms to improve operational effectiveness and promote clinical excellence. Establish and maintain positive customer relations.
* Provide primary care for patients which include taking of vital signs, charting, ADLS grooming, bathing and feeding.
* Check glucose levels

**UT Southwestern Medical Center 2014 – 2017**

**Retail Sanitation Attendant**

* Maintained cleanliness of food service line according to inspection code
* Responsible for cafeteria maintenance and cleanliness
* Stocked supplies and dispensers
* Collection and waste disposal
* Engage in effective customer Service

**Marshall’s 2013**

**Warehousing /Receiving; Sales Associate (Temporary)**

* Warehousing, receiving, and inventory control during store renovation.
* Departmental responsibility and Merchandise display
* Customer service

* **EDUCATION**

**Dallas County Community College - Brook Haven 2016**

**U. S. Career Institute 2014 – 2015**

**Dallas County Community College 2011**

**Austin Community College, Austin, Texas 2009 - 2010**

**CERTIFICATIONS**

**Certified Nursing Assistant 2016**

**CPR/AED 2016**

**Patient Care Technician 2015**

**Texas Alcoholic Beverage Commission (Bartender) 2011**

**COOPER INSTITUTE – Personal Fitness Training 2010**

**1st Degree Black Belt, Tae Kwon Do 2006**

**TRAINING**

**Christian Care Center 2016**

**The Plaza of Richardson 2016**

**Senior Assistant and Mobility Aide 2013 - 2015**

**COMMUNITY ACTIVITIES**

**Susan G. Komen Race Volunteer**

**Community Service Volunteer**

**Jack & Jill of America, Inc. – President, Teen Chapter**

**Reference available on request**