**CHARITY VATION**

123 WILDWOOD DRIVE, DUNCANVILLE TEXAS 75137 469-316-6933, C.VATION123@GMAIL.COM

**PROFESSIONAL SUMMARY**

Reliable and enthusiastic Office Assistant offering one year of experience in office environment.

An administrative professional offering excellent communication and computer skills. Meets deadlines and works with a high level of multicultural awareness and adaptability. Versatile and hardworking receptionist driven to improve productivity and customer relations with attention to detail and a professional demeanor.

Focused on optimizing processes to improve retrieval and storage procedures, reduce physical storage needs and maintain security of all information. Skilled in researching and resolving discrepancies. Capable of handling all medical administrative needs for a busy medical department. Knowledgeable about managing charts, forms and payments. Well-organized and proactive with good judgment and multi-tasking skills.

**SKILLS**

* Administrative support specialist
* Appointment setting
* Filing and data archiving
* Advanced clerical knowledge
* Accurate and detailed
* Professional phone etiquette
* Customer service-oriented
* Works well under pressure
* Team player
* Certified in professional communication
* CPR certified

**Work History**

**Office Assistant**, 9/2017 to 8/2018

Frank Thomas Dean MD. – Desoto, Texas

* Screened all visitors and directed them to the correct employee or office.
* Answered and managed incoming and outgoing calls while recording accurate messages.
* Made copies, faxed copies and received faxes.
* Managed files/charts, also destroyed and managed files at off-site storage unit.
* Used Centricity database.

**Nursing Assistant,** 8/2016 to 4/2017

Duncanville Rehabilitation Center- Duncanville, Texas

* Cared for clients with diagnoses such as respiratory failure, diabetes, Parkinson’s disease, and muscular dystrophy.
* Performed direct patient care aimed at increasing comfort, psycho, social and spiritual well-being by providing assistance with personal hygiene, physical comfort, nutrition, elimination, prevention of skin breakdown, rehabilitation and safety.
* Responded appropriately to the physical, emotion and developmental needs of patients.
* Assisted nurses with wound care for pressure ulcers bed sores, and surgical site wounds.
* Maintained sanitary residents’ and program rooms.
* Followed safe lifting techniques and individual resident lifting instructions.
* Turned and positioned patients to maintain comfort and minimize problems.
* Supported patients’ daily living needs, including feeding and bathing.
* Assisted patients with bathing, oral hygiene, grooming feeding and elimination.

**Nursing Assistant,** 8/2016 to 4/2017

Desoto Nursing & Rehabilitation- Desoto, Texas

* Performed direct patient care aimed at increasing comfort, psycho, social and spiritual well-being by providing assistance with personal hygiene, physical comfort, nutrition, elimination, prevention of skin breakdown, rehabilitation and safety.
* Maintain a clean, healthy and safe environment.
* Supported patients’ daily living needs, including feeding and bathing.
* Turned and positioned patients to maintain comfort and minimize problems.
* Helped patients move in and out of beds, baths, and wheelchairs.
* Followed safe lifting techniques and individual resident lifting instructions.

**Nursing Assistant**, 8/2016 to 4/2017

Cedar Hill Nursing Home- Cedar Hill, Texas

* Cared for clients with diagnoses such as respiratory failure, diabetes, Parkinson’s disease, and muscular dystrophy.
* Followed safe lifting techniques and individual resident lifting instructions.
* Provided a comforting and soothing environment.
* Helped patients move in and out of beds baths, and wheelchairs.
* Assisted nurses with wound care for pressure ulcers bed sores, and surgical site wounds.
* Responded appropriately to the physical, emotional and developmental needs of patients.

**Nursing Assistant**, 1/2018 to 4/2018

Skyline Nursing Center-Dallas, Texas

* Performed direct patient care aimed at increasing comfort, psycho, social and spiritual well-being by providing assistance with personal hygiene, physical comfort, nutrition, elimination, prevention of skin breakdown, rehabilitation and safety.
* Maintain a clean, healthy and safe environment.
* Supported patients’ daily living needs, including feeding and bathing.
* Turned and positioned patients to maintain comfort and minimize problems.
* Helped patients move in and out of beds, baths, and wheelchairs.
* Followed safe lifting techniques and individual resident lifting instructions.

**EDUCATION**

High School Diploma: 2018

Duncanville High School- Duncanville, Texas

Pursuing Education at Mountain View College, Fall Semester 2018-2019 Dallas Texas

**CERTIFICATION**

CERTIFIED NURSING ASSISTANT 2018

CPR CERTIFICATION

**REFERENCES**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Dr. Frank Thomas Dean MD.

2727 Bolton Boone Dr. Suite 105

Desoto, TX 75115, 972-298-4300

Dr. Moss

Principal of Science and Medical Terminology

Taught at Duncanville High School

[qmoss@duncanvilleisd.org](mailto:qmoss@duncanvilleisd.org)

Maurice Green

GATT Enterprises

Cedar Hill, TX 75104, 469-441-8998