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| **Miriam Edith Richards** 4416 village creek road fort worth, Texas  76119 United States E-mail:   miriam24242005@yahoo.com Home:   (254) - 2394390  Work:   (817) - 5313707  DSN:   (817) - 3786376  **Work Experience** **DALLAS VETERANS AFFAIRS** 4500 LANCASTER AVE Dallas, TX   75232 United States  **01/2016 - Present** **Hours per week:** 40  **Series:** 0303 **Pay Plan:** GS **Grade:** 5  **MAS CLERK** (This is a federal job)  **Duties, Accomplishments and Related Skills:**  ADMIT,DISCHARGE,ANSWER PHONES, TRANFER VETERANS,INTAKE OF PERSONAL INFORMATION,KNOWOLAGE OF THE VETERANS AFFAIRS COMPUTER SYSTEMS,BEDBOARD, VISTA, MICROSOFT SOFTWARE,PUTTING IN WORK ORDERS,GOOD COMMUNICATION SKILLS WITH CO WORKERS AND VETERANS,ANSERWING MULTI-LINE PHONE, FAXING,COPYING,TAKING MESSAGES, MAKING AND CANCELLING APPTS ,also working as a clerk in the emergency room on select days utilizing my mas skills, checking in and out of er,communicate with doctors and other staff to take care of veterans needs GS5-STEP5  **Supervisor**: KARL OTTO (2148571339) **Okay to contact this Supervisor:** Yes | |
|  | fort worth manor (03/23/2011 – 06/01/13) - certified nurse aide/certified medication aide  fort worth, Texas United States  Supervisor: miss bacey - 8175313707; Contact: Yes   Salary: $11.00 per hour  Hours per week: 40  Duties: taking care of residents activities of daily living, charting on a computer and in the chart , charting input and output, taking vital signs, feeding , grooming, showering,dressing,stocking medication room , stocking linen closet,oreintion training, making beds, helping nurse with dressing changes, and catheters, escorting to appointments,   harden health care services (06/05/2005 - Present) - certified nurse aide/ certified medication aide  temple, Texas United States  Supervisor: human resources - 5126344900; Contact: Yes   Salary: $11.00 per hour  Hours per week: 40  Duties: assist with daily nursing care ,pass medication, assist with the administering medication, stocking the medication cart and medication room, stocking the linen cart, passing out in content care products, feeding and bathing the residents, hair and hygiene care, changing beds, making beds , collect and bag linen, assisting with range of motion,assiting with bed pans,assiting with dressing changes, and with procedures done by nurses and doctors, the collection of body fluid specimens for lab pick up , assist with the setup of tracheal suction, set up and collect drainage and suction tubes,colostomiy care needs, catheter care needs, assisting with wound care, taking blood sugars, and housekeeping ,all in a nut shell making sure that my resident where well taking care of to the best of my will.   Wesleyan nursing home (08/05/2002 - 10/10/2004) - certified nurse aide  Georgetown, Texas United States  Supervisor: pat rowen - 5128639511; Contact: Yes   Salary: $11.00 per hour  Hours per week: 40  Duties: taking care of residents activities of daily living like grooming , bathing ,walking,feeding,making and changing beds, taking vital signs, incontinent care, colostomy care, cleaning and dressing a wound, taking body fluid samples for the lab to pick up, take and chart vital signs and help with admissions, and train new employees   hill county nursing home (06/02/2002 - 08/02/2002) - certified nursing assistant  copperas cove, Texas United States  Supervisor: staffing coordinator - 2545479552; Contact: Yes   Salary: $7.25 per hour  Hours per week: 40  Duties: assisting patients with their activities of daily living, dressing ,grooming taking vital signs, helping a patient with feeding, changing and making beds, walking patients, back rubs , range of motion,assiting nurse with catheters, blood draws , body fluid specimen collection, housekeeping and stocking |
| **Education** | College/University  central Texas collage (01/02/2007 - Still Attending)  Killeen, Texas  United States  Degree: - Major: nursing; Minor: nursing;    Description: presuming a nursing career   College/University  temple collage (06/05/2009 - Still Attending)  temple, Texas  United States  Degree: - Major: vocational nurse; Minor: registered nurse;    Description: presuming a career in nursing to follow with a career in pharmacy   Vocational School  south Bronx job corps (09/17/1997 - 04/19/1999)  Bronx, New York  United States  Degree: - Major: ged; Minor: certified nursing assistant;    Description: got my ged and my nurse aide certificate |
| **Additional Information** | medication aide-#2626900  certified nurse aide-#10032586 |
| **Cover Letter Information** | N/A |