

Vivian liu

Newton, MA

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Willing to relocate: Anywhere

Work Experience

Certified Nurse Assistant (CNA)

South Cove Manor Rehabilitation Center - Boston, MA

May 2015 to May 2018

Provides for activities of daily living by assisting with serving meals, feeding patients as necessary; ambulating, turning, and positioning patients; providing fresh water and nourishment between meals. Provides adjunct care by administering enemas, douches, non-sterile dressings, surgical preps, ice packs, heat treatments, sitz and therapeutic baths; applying restraints
Maintains patient stability by checking vital signs and weight; testing urine; recording intake and output information
Provides patient comfort by utilizing resources and materials; transporting patients; answering patients' call lights and requests; reporting observations of the patient to nursing supervisor
Documents actions by completing forms, reports, logs, and records

Medical assistant

Caritas Medical Group(WAITER J LEE M D P C)

March 2017 to March 2018

Rooming patients,
obtaining vitals (weight, height, blood pressure, etc.), recording patient information,
scheduling appointments,
referrals/precerts,
returning calls to patients, assisting physicians/PA's with minor procedures,
administering injections,
performing blood draws and basic laboratory tests,
preparing lab specimens for laboratory analysis,
performing EKG's

Early childhood education teacher

Panda Bilingual Daycare Center

February 2017 to September 2017

Curriculum and Supervision of Children
Submits a written lesson plan based off curriculum for approval weekly
Prepares and leads daily activities (indoor/outdoor) as they relate to the curriculum.
Responsible for the health, welfare, and safety of the children.
Interacts positively with the children and encourages their engagement in activities.
Provides overall supervision of toileting, bathroom time, and all mealtime/snack time activities.
2) Classroom Management

Provides a warm, safe, and caring environment that is kept orderly, clean, and with age-appropriate technology and toys.

Facilitates Center record keeping practices.

3) Professional Development

Attends workshops, conferences, and any in-service training as approved by the Center Director and Office Manager to maintain minimum of 15 professional development training hours annually.

4) Other Duties

Maintains positive, courteous and professional relationships with all students, parents, vendors, and fellow employees.

Works with other staff members to form a positive, supportive team atmosphere.

Ensures confidentiality of privileged information and adheres to all company policies and procedures, including agency safety requirements.

Hainan airlines company Accounting

China

January 2003 to December 2013

The accountant will be responsible for data entry, financial statement review and Excel spreadsheet creation and operation. Input data to prepare monthly journal surveys and repair account discrepancies - assist in full cycle, accounts receivable and accounts payable processes, coordinate and balance general ledger account confidentiality considerations

Education

Associate Degree in Early Childhood Education

Urban College Of Boston

May 2015 to May 2018

Associate Degree in Accounting

Jiangxi University of Finance and Economics - jiangxi china

September 2006 to May 2012

Skills

- Cna Certified
- CNA
- Home Health

Certifications and Licenses

Medical Assistant Certificate

March 2017 to Present

Certified Nurse Assistant license

March 2018 to March 2020

Additional Information

I have been working in hainan airlines as an accountant for 10 years, China. Because I like accounting and am familiar with this working procedure, I want to return to this accounting position work.