

NAME

TITLE

000-000-0000 / EMAIL / CITY, STATE, ZIP

Profile

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Experience

Nurse Aide (CNA) Certificate Training - Lone Star College

Dec. 2022–Jan. 2023

- Assisted patients in their daily living activities (ADLs) in a compassionate way
- Monitored patients’ body temperature, blood pressure, respiration rate, and all vital signs
- Reported the patient’s vital signs to the registered nurse
- Communicated consistently with the patients, their families, and the nurses to understand the needs of the patients and to meet them
- Established connections with patients to promote a comfortable environment for them

Personal Assistant - Dr. John Bean

May 2020–Nov. 2022

- Managed the doctor’s daily schedule, including meetings and appointments
- Answered phone calls and handled requests
- Provided office supplies and organized them
- Organized travel schedule according to the upcoming events
- Created and managed the filing system of the office

Project Experience

- American Red Cross, 2021–Present
- Texas Health Resources, 2018–2020

Education

High School Diploma - Westwood High School

2015–2019

DEPARTMENT - SCHOOL

May 2009

- GPA: LIST
- AWARD
- AWARD

Skills

Expertise

- Attention to detail
- Communication
- Activities of Daily Living (ADLs)
- Knowledge of Medical Terminology
- Electronic Medical Records

Licenses & Accreditations

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- Nurse Aide (CNA) Certificate, Lone Star College, Houston, TX, 2023
- Adult First Aid/CPR/AED, American Red Cross, 2022