

# NAME

TITLE

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

## Profile

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## Experience

### Personal Care Assistant - Company / Location

*MONTH YEAR - Present*

- Cooked client meals and kept their homes clean.
- Changed linens, laundered clothing, and put away items.
- Scheduled client appointments and transported clients for errands and doctor's visits.
- Performed housekeeping activities and sorted incoming mail.
- Followed family and healthcare plans and completed therapy activities with my clients.

### Enter Job Position Here - Company / Location

*MONTH YEAR – MONTH YEAR*

- Worked directly for up to five private clients at a time on in-home assistance.
- Provided hospital support on the family's behalf when clients were admitted, including feeding assistance.
- Prepared daily meals, including special diets, and helped patients unable to self-feed.
- Managed schedules and drove clients to doctor's appointments and other essential activities.
- Developed personalized games and activities to engage clients and improve their mental health.

### Project Experience

- Managed the schedules of all clients, while working with up to five private clients simultaneously. This task required ensuring there were no conflicts between any of the five schedules, as I needed to be present at most events.
- Provided assistance and support to patients when family members were not available. This required me to build relationships with my clients beyond traditional job responsibilities.
- Followed all healthcare plans from doctors and other healthcare professionals. Often I was responsible for setting up equipment for physical exercises to improve the patient's health.

## Education

### Bachelor of Science in Nursing - University of California

*September 2011 – June 2015*

- GPA: LIST
- AWARD
- AWARD

### DEPARTMENT - SCHOOL

*MONTH YEAR*

- GPA: LIST
- AWARD
- AWARD

## Skills

### Expertise

- General housekeeping ability
- Trained in catheter change and preparation
- Exercise therapy support
- Quick problem solver
- Medical terminology knowledge

## Licenses & Accreditations

### Licenses & Accreditations

- First Aid Certification from the American Red Cross
- CPR Certification from the American Heart Association
- Certified Nursing Assistant