

JONATHON DOE

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CERTIFIED HEALTH PROFESSIONAL

Reliable, service-focused nursing professional with excellent patient-care and charting skills gained through three years of experience as a CNA. Compassionate and technically skilled in attending to patients in diverse healthcare settings. BLS and CPR certified (current).

Summary of Skills

- Patient Care & Safety
- Medical Terminology
- Electronic Medical Records
- Vital Signs & Patient Monitoring
- Medication Administration
- Privacy / HIPAA Regulations
- Patient Advocacy and Support
- Multilingual in English, Cantonese & Mandarin

Professional Experience

- Certified Nursing Assistant**, BCA Staffing Company, Hayward, CA 2014 to Present
- Providing optimum patient care as a professional CNA within acute-care, rehabilitation, surgical, home-healthcare and nursing-home settings.
 - Preserving patient dignity and assuring patient's dignity while carrying out tasks such as diapering, bed-pan changes, bathing and emptying drainage bags.
 - Appreciated for effective team collaboration, patient relations, chart accuracy and consistent deliverance of empathetic care.
- Medical Receptionist** LifeLong Medical Care, Berkeley, CA 2014 – 2015
- Managed client flow from front desk to back office; responsible for patient reception and client intake.
 - Answered clinic phones and directs calls appropriately.
 - Maintained inventory of front desk supplies and forms; sorted and distributed clinic mail.
 - Performed computer data entry in registration, scheduling and other programs as assigned.
 - Performed other duties as assigned by the Front Desk Supervisor and Clinic Director.
- Hospital Volunteer**, Eden Medical Center, Castro Valley, CA 2012 – 2014
- Provided limited direct patient care, Answered patient call buttons
 - Aided nurses in moving patients and providing supplies
 - Supported residents in transferring from bed to wheel chair and vice versa
 - Transported patients from to and from procedure rooms
 - Answer phones and relayed messages

Education & Certifications

- California State University, East Bay June 2018
B.S. Health Science, Pre-Clinical; minor: Human Development GPA 3.61
- City College of San Francisco May 2014
Nursing Assistant-Home Health Aide, Certification
Associate of Arts, Liberal Studies May 2015