

NAME 105

Address
Cell, Home, Office Phone
E-mail

OBJECTIVE

Nurse's Aide

SUMMARY

Disciplined healthcare professional with nursing and administrative experience. Recognized as goal-oriented, multi-tasking professional who is detail-oriented, resourceful and observant of patient and team needs. Mature, trustworthy hard-worker, committed to ethical and respectful interactions with individuals at all levels of an organization. Demonstrated strong communication, customer Service, computer, administrative, typing and independent contributor skills.

PROFESSIONAL EXPERIENCE

U.S. ARMY – City, State

Year – Year

Healthcare Assistant

- Performed basic healthcare tasks and provided for safety and well being of approximately 80 personnel.
- Accurately recorded documentation of ailments for appropriate treatment and return to work.

RETAIL STORE – City, State

Year – Year

Overnight Grocery Associate

- Accurately separated and delivered goods to appropriate aisles.
- Stocked multiple aisles nightly ensuring shelves were neatly filled with product from the overstock bins.
- Pulled pallets to the sales floor as required.

U.S. ARMY – City, State

Year – Year

Healthcare Specialist

- Updated, reviewed and maintained medical records for more than 350 personnel.
- Admitted patients into the clinic for sick call completing documentation of illnesses for attending doctor.
- Assisted in completing medical readiness required prior to deployment of Battalion to Iraq.
- Performed basic computer tasks with Microsoft.
- Assisted doctors with patient care ensuring doctors and patient requirements were met efficiently and effectively.

- Accurately logged patient history and observations.
- Recorded basic vital signs including respirations, pulse, temperature, blood pressure and allergies.
- Logged medications and ensured medications were not expired and available.
- Assisted in teaching combat lifesaving skills to personnel in four classes consisting of 40-hour requirements.
- Ensured aid station was properly stocked with appropriate medical equipment.

EDUCATION

Associate's Degree Radiography –Community College – City, State – Year

Liberal Arts Courses, # Credits – State University – City, State – Year

ADDITIONAL EDUCATION

U.S. Army Medical School – Advanced Individual Training – Year
CPR

TECHNICAL SKILLS/ CERTIFICATIONS

Can accurately start an IV
Gave shots such as Hepatitis A & B, Influenza, Anthrax, Tetanus, Orthroprovera
Test for Tuberculosis (PPD)
Can properly record basic vital signs
Knowledgeable about combat/trauma injuries
CPR Certified
PHTLS Certified