



Michelle Smith

Healthcare Assistant

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01 PROFILE

Kind, empathetic CNA graduate with CPR Certification and nine months' practical experience in an ER environment. Dedicated to delivering outstanding patient care proven by numerous recommendations from ER Physicians and previous patients. Skilled at operating a selection of emergency response medical equipment such as resuscitation devices and defibrillators with four years of experience obtained working as a volunteer paramedic. Seeking a Home Care Giver role at (insert company name)

02 EMPLOYMENT HISTORY

Jan 2019 — Mar 2021
Menlo Park

Healthcare Assistant at AHA Retirement Village

Tasked with supporting diagnostic and technical treatment procedures like setting up and working specialized medical equipment/gear.

- Reading and recording temperature, pulse, and breathing rate.
- Completing and submitting clinical documents following agency procedures.
- Recording chief complaints, taking vital signs and health information, and performing routine tests and procedures, including venipuncture, blood pressures, respirations, pulse rates, height, and weight.
- Preparing equipment/ supplies and cleaning examination rooms, preparing for patient examinations.

Jan 2017 — Nov 2019
East Los Angeles

Healthcare Assistant at Total Family Healthcare

Responsible for assisting patients with activities of daily living (ADLs), which included hygiene, bathing, and grooming.

- Preparing patient rooms for examinations.
- Attending physical examinations with the physician, providing supplies and support where needed.
- Following up with patients concerning test results/ referrals.
- Recording actions in the EHR.

- Taking and recording patients' vital signs as prescribed by nursing protocol/ physician's orders.

03 EDUCATION

Jan 2019 — Mar 2021
Baltimore

Metropolitan Technical College
Associate's Degree in Medical Assistance

Mar 2021 — Mar 2021
Omaha

Maryland Board of Nursing
Healthcare Assistant (CNA)

Course Curriculum:

- Role and Responsibilities of the CAN, Promotion of Function and Health of Residents, Emotional and Mental Health Needs, Safety and Infection Control, Basic Nursing Care and Restorative Skills, Resident Rights.

Mar 2021 — Mar 2021
Baltimore

Apex Nursing School
Nurse's Aide Program

- Completed 65 hours of clinical training.

04 SKILLS

Diagnostic Testing ● ● ● ● ● ●
Infection Control ● ● ● ● ● ●
Electronic Charting ● ● ● ● ● ●

Wound Irrigation ● ● ● ● ● ●
HIPAA Regulations ● ● ● ● ● ●

05 ACCOMPLISHMENT

- Managed a team of junior Healthcare Assistants for three weeks in the absence of the nursing manager, with a 0-incident rating.
- Instigated a system that simplified continuity of patient care across several shifts, which resulted in a 28% increase in positive patient reviews.
- Started a nursing risk management initiative, which reduced the likelihood of administering medication inadequately by 99.6%.
- Instigated an automatic instrument sanitation and sterilizing schedule with phone notifications/ reminders, decreasing infection risk by 98%.
- Generated an online, cloud-based recordkeeping system increasing proficiency in documenting nursing activities via forms, reports, and logs by 59%.

06 LANGUAGES

English ● ● ● ● ● ● Afrikaans ● ● ● ● ● ●

07 HOBBIES

Poetry, Drama, Piano

