



# Michelle Smith

HEALTHCARE ASSISTANT

## Details

1515 Pacific Ave  
Los Angeles, CA 90291  
United States  
3868683442  
[email@email.com](mailto:email@email.com)

### DRIVING LICENSE

Full

### PLACE OF BIRTH

San Antonio

## Links

[Resume.io](#)

[Resume Viking](#)

## Skills

Diagnostic Testing

Infection Control

Electronic Charting

Wound Irrigation

HIPAA Regulations

## Languages

English

Afrikaans

## Hobbies

Poetry, Drama, Piano

## 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)

## Employment History

### Healthcare Assistant, AHA Retirement Village, Menlo Park

JANUARY 2019 – MARCH 2021

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.

### Healthcare Assistant, Total Family Healthcare, East Los Angeles

JANUARY 2017 – NOVEMBER 2019

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.

## Education

### Associates Degree in Medical Assistance, Metropolitan Technical College, Baltimore

JANUARY 2019 – MARCH 2021

### Healthcare Assistant (CNA), Maryland Board of Nursing, Omaha

MARCH 2021 – MARCH 2021

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.

### Nurse's Aide Program, Apex Nursing School, Baltimore

MARCH 2021 – MARCH 2021

- Completed 65 hours of clinical training.

## 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%.