Fluent in English + German Conversation in Spanish

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**E D U C A T I O N**

Diploma in Clinical Administration / Florida University / Jacksonville 2000 - 2005

Bachelors in Nursing / Texas

University / Austin 2006 - 2011

**S K I L L S**

* Vital Signs
* Emergency Room
* IV Therapy
* Charting
* Surgery Prep
* Wound Care

**Healthcare Assistant**

**Brooklyn Mediclinic**

Jan. 2018 - Dec. 2020

• Assisting with serving meals and feeding patients at breakfast and lunchtimes, and offering snacks/ beverages to visiting family members.

• Skilled with basic medical procedures, such as applying dressings, enemas and conducting heat/ ice treatments.

• Complying with HIPAA Privacy Act, protecting private medical records and patient information.

**W O R K E X P E R I E N C E**

**Healthcare Intern in Training**

**Nursing School Florida Campus**

Oct. 2016 - Sep. 2014

• Displaying complete clinical skills in assessing vital signs, performing glucose checks and blood draws.

• Administering pre-and post-operative care

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**Healthcare Assistant**

**New York Department of Health**

Dec. 2016 - Nov. 2018

* 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.

Charlotte Anderson

Healthcare Assistant

Resu

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**L A N G U A G E S**