**Objective**

To obtain a position as a Nursing Assistant with Company Name, where I can offer my skills toward helping others and promoting teamwork.

**Key Skills**

|  |  |  |
| --- | --- | --- |
| |  |  | | --- | --- | | * Safety and Infection Control * Personal Care Procedures, Oral Hygiene, Bathing Procedures * Dressing and Undressing, Shaving * Nail and Hair Care * Teamwork * Safety/Sanitation/Quality Controls * H.I.P.A.A. Regulations * Vital Signs * Nutritional Requirements and Techniques | * Admission and Discharge Procedures * Exercise and Activity * Elimination Procedures * Care of patients with Nervous System Diseases * Care of patients with Diabetes * Care of patients with Respiratory Diseases * Care of patients with Cognitive Diseases * Care of clients who are Grieving, Dying or Deceased | |

**Experience**

company Name City/State Start/end

**title**

* Duties and responsibilities
* Duties and responsibilities
* Duties and responsibilities

Company name City/State start/end

**Title**

* Duties and responsibilities
* Duties and responsibilities
* Duties and responsibilities

**Clerical Skills**

|  |  |  |
| --- | --- | --- |
| * Keyboarding * 10-Key * Microsoft Word * Microsoft Excel | * Correspondence * Grammar/Punctuation * Proper Phone Etiquette | * Data Entry * Appointment Scheduling * Distribute/Process Mail |

**Education**

Milan Institute Sparks, NV

Administrative Medical Assisting

GPA

High School City, ST

High School Diploma /GED