**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