

# OLIVIA SMITH

Health Assistant

## PROFESSIONAL SUMMARY

Driven Health Assistant with two years of experience in providing exceptional patient care and support. Proficient in managing health records and assisting with daily living activities while ensuring a safe and compassionate environment. Eager to enhance patient outcomes through effective communication and collaboration with healthcare teams.

## WORK EXPERIENCE

**Health Assistant** Apr / 2024–Ongoing  
**Quantum Solutions LLC** Phoenix, AZ

- Rebuilt daily schedules, managing patient demographics and clinic histories, including vital screenings.
- Documented clients' concerns for review by the Registered Nutritionist.
- Issued food coupons as directed by the office nutritionist for eligible clients.
- Managed a multi-phone system for an office of three staff members, ensuring efficient communication.
- Generated and maintained reports, including termed and purged data as directed.
- Prepared patient charts for upcoming appointments, ensuring all necessary documents were included.
- Filed completed charts after documentation by nutritionists to maintain organized records.

**Health Assistant** Apr / 2023–Apr / 2024  
**Silver Lake Enterprises** Seattle, WA

- Provided first aid and medications to students, ensuring their health and safety.
- Operated under the direct supervision of the district registered nurse, adhering to health protocols.
- Maintained accurate student medical logs, documenting care provided.
- Administered daily medications and first aid, responding to emergencies as needed.
- Collected and organized health data for medication distribution and first aid records.
- Monitored student health, ensuring timely screenings and interventions for communicable diseases.

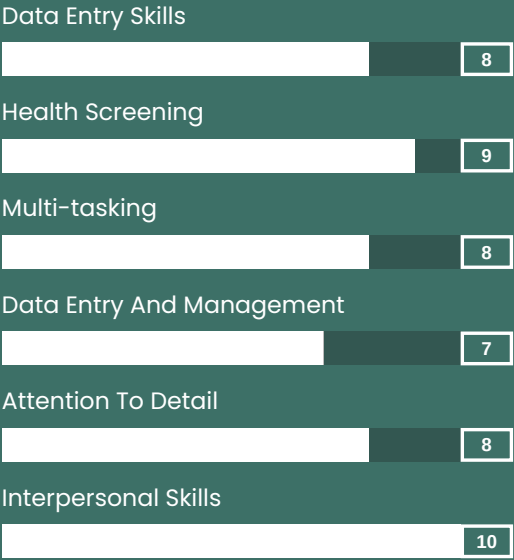
## EDUCATION

**Associate of Applied Science in Health Sciences** Apr / 2022 – Apr / 2023  
**Springfield Community College** Seattle, WA

Focused on patient care practices, health management, and medical documentation.

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## SKILLS



## INTERESTS

- Scuba Diving E-sports  
Reading Fiction Puzzle Solving

## STRENGTHS

- Stewardship Teamwork  
Tenacity Vision

## LANGUAGES



## ACHIEVEMENTS

- Successfully managed patient intake processes, improving efficiency by 20%.
- Developed a streamlined documentation system for patient records, enhancing accessibility.