

OLIVIA SMITH

Health Care Assistant

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www.qwikresume.com



PROFESSIONAL SUMMARY

Compassionate and dedicated Health Care Assistant with over 3 years of experience in providing high-quality patient care. Skilled in assisting with daily living activities, monitoring vital signs, and supporting healthcare teams. Committed to enhancing patient comfort and well-being while maintaining confidentiality and adhering to safety protocols. Strong communication skills and a team-oriented approach.

WORK EXPERIENCE

Health Care Assistant Apr / 2024-Ongoing
WidgetWorks Inc. Denver, CO

- 1. Monitored vital signs, including blood pressure and pulse, to ensure patient safety.
- 2. Assisted patients with daily living activities, enhancing their comfort and independence.
- 3. Provided support during medical examinations and procedures.
- 4. Administered medications under supervision, ensuring compliance with safety protocols.
- 5. Maintained inventory of medical supplies and equipment.
- 6. Educated patients and families on care procedures and health management.
- 7. Participated in training sessions to enhance skills and knowledge in patient care.

Health Care Assistant Apr / 2023-Apr / 2024
Summit Peak Industries Denver, CO

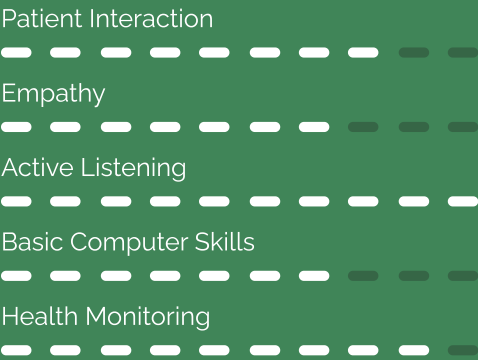
- 1. Facilitated patient check-ins, ensuring all paperwork was completed accurately.
- 2. Provided necessary documentation and information for new patient charts.
- 3. Performed insurance verifications to streamline patient processing.
- 4. Assisted in phlebotomy and injections, adhering to safety standards.
- 5. Supported healthcare providers during procedures, ensuring patient comfort and safety.

EDUCATION

Diploma in Health Sciences Apr / 2022-Apr / 2023
Springfield Community College Phoenix, AZ

Focused on patient care techniques and health management.

SKILLS



INTERESTS

- Home Brewing
- Wildlife Conservation
- Running
- Public Speaking

STRENGTHS

- Willingness
- Wisdom
- Zeal
- Ingenuity

LANGUAGES



ACHIEVEMENTS

- Improved patient satisfaction scores by 20% through compassionate care.
- Successfully assisted in over 100 patient admissions, ensuring accurate health documentation.