

ROBERT SMITH

Lead Caregiver/Med Tech

info@qwikresume.com | [LinkedIn Profile](#) | [Qwikresume.com](#)

Lead Caregiver/Med Tech with proven consultative skills to provide information, advice, and guidance to patients. Excellent communication skills to instruct individuals and groups on the use, maintenance, and servicing of drugs, equipment, etc. Ability to exercise sound judgment and exceptional attention to detail.

EXPERIENCE

Lead Caregiver/Med Tech

ABC Corporation - 2014 - 2015

- Promoted from Assistant Caregiver to Lead Caregiver with the additional responsibility of training new assistants.
- Served food and beverages, cleaned, sanitized, organized and set up the classroom, nap area, play area, and toys.
- Maintained the safety of the children and their play areas in compliance with state regulations, care center rules, basic first aid, and parent specifications.
- Disseminated information about care center procedures and safety guidelines to interested parents of prospective students on tour.
- Utilized timely and courteous customer service excellence.
- Requested parent feedback on service quality to relay to care center administrative staff and other caregivers.
- Maintained records of attendance, medication administration, daily enrichment activities, developmental goals achieved, dietary intake, and analyzed excrement output.

Lead Caregiver

ABC Corporation - 2009 - 2014

- Following the care plan as directed by the supervising nurses.
- Assisting with bathing and grooming - This can include but is not limited to shampooing hair, finger and toenail care, brushing teeth, and shower assistance.
- Basic food preparation - From grocery shopping to actually preparing the food, it's important to ensure the senior is displaying proper nutrition.
- Medication reminders - Caregivers must assure that medications are taken at the correct time as directed by the doctor.
- This is Dummy Description data, Replace with job description relevant to your current role.
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EDUCATION

- Bachelor Of Science - 2008
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SKILLS

Medical Office Specialist, Home Care, Care Giver