

# Robert Smith

## *Volunteer Nursing Assistant*

### PERSONAL STATEMENT

Volunteer Nursing Assistant with 2 years of experience in Participating in the performance of service quality assurance activities (staff meetings, mandatory educational in-services, quality control reports, advanced clinic access ( ADA ), timeliness, goal sharing and improvement initiatives, etc.) and maintaining records as directed for the purpose of improved overall performance.

### WORK EXPERIENCE

#### ***Volunteer Nursing Assistant***

**ABC Corporation - June 2013 - February 2013**

##### *Responsibilities:*

- Performed patient personal hygiene such as bathing, toileting, feeding, dressing, grooming and oral care for patients.
- Turned, positioned and ambulated patients.
- Assisted patients with bedpans, urinals and perineal cleansing.
- Taken temperature, pulse and blood pressure.
- Entered daily patient record charting in computer.
- Performed simple diagnostic/therapeutic procedures (i.e., dressing changes).
- Cleaned equipment, patient bedside area and nursing unit.

#### ***Volunteer Nursing Assistant***

**Delta Corporation - 2009 - 2013**

##### *Responsibilities:*

- Set up rooms for patient admission.
- Advanced knowledge of policies and procedures associated with interdisciplinary coordinated care delivery and/or care in the community operational activities that affect patient flow, and patient support care administrative functions to include, but not limited to appointment cycles, outside patient referrals, follow-up care, overbooking, provider availability, etc.
- Cleaned patients Rooms -Assisted Nurses (Minor Care) -Worked as receptionist (office experience filing, faxing, answering phone) -Learning .
- VA Woodview Nursing Home Assisted with the residents living quarters, provided assistance with the daily schedules for the residents; Communicated .
- Monitor self medications Record and report intake and output Assist with daily bedside and personal care Provide three full meals daily Accompanied .
- Skills Used Flexabiliy, Dependability and excillent motivational skills.
- The duties that were required of me were to clean, feed, hand out medications on a daily basis numerous times of the day.

### **CONTACT DETAILS**

1737 Marshville Road,  
Alabama  
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info@qwikresume.com  
[www.qwikresume.com](http://www.qwikresume.com)

### **SKILLS**

Directing, Patient Care.

### **LANGUAGES**

English (Native)  
French (Professional)  
Spanish (Professional)

### **INTERESTS**

Climbing  
Snowboarding  
Cooking  
Reading

### **REFERENCES**

Reference - 1 (Company Name)  
Reference - 2 (Company Name)

Education

MS