

John Smith

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PROFILE

Kind hearted professional with unprecedented skills in diagnostics, medical charting and medication administration. Quick problem-solver with in-depth knowledge of medical terminology and HIPPA regulations.

SKILLS

- Recording vital signs
- Patient privacy
- Emotional Support
- Proficient in Microsoft Word, Excel. PowerPoint
- Direct Patient Care

EDUCATION

Kingsborough Community College

Associates in Applied Science in Polysomnographic Technology

Expected Graduation June 2021

EXPERIENCE

Kings County Hospital, Brooklyn, NY

09/2018- Present

Nurse Assistant

- Provided assistance in assigned area to meet patient outcomes
- Utilized learned techniques and knowledge to perform procedures under a nurse's supervision and followed establishment standards
- Aided in blood pressure screening, insulin screening, perform through physical assessments
- Administered medication in a timely manner
- Performed clerical tasks; handled patient charts, answered phone calls
- Educated clients on optimal health choices, disease process and better life style options to promote healing

VOLUNTEER EXPERIENCE

Kingsborough Community College Career Center, Brooklyn, NY

09/2017- 08/2018

College Aide

- Greet and assist students that enter the office
- Organize office files and documents
- Create flyers for career events
- Answer telephones, direct calls, and take messages

HONORS AND AWARDS

- Member of The National Society of Leadership Success, **2018-Present**