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| --- | --- |
| Name: | Mary Graves |
| Phone: | +16512718052 |
| Email: | mbcgraves25@hotmail.com |
| Location: | US-MN-Hilltop-55421 (USC) |
| Last Modified: | 12/4/2018 11:41:57 AM |

 Work History

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| --- | --- | --- |
| Company Name: | Certified Nursing | 01/14/2014 - Present |
| Job Title: | Assistant | |
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| Company Name: | Living Fridley, MN | 01/14/2013 - 01/14/2014 |
| Job Title: |  | |
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| Company Name: | Metro North ABE Blaine, MN | 01/14/2011 - 12/14/2012 |
| Job Title: | Clerical/Office Support | |
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| Company Name: | Health Care Minneapolis, MN | 01/14/2009 - 01/14/2011 |
| Job Title: | Personal Care Attendant Direct Home | |
|  | | |
| Company Name: | Classic Grill Columbia Heights, MN | 01/14/2007 - 12/14/2008 |
| Job Title: | Lead Host Sarna's | |
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 Education

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| --- | --- | --- | --- |
| School: | Aide Anoka Technical College, Anoka, MN; State of Minnesota | Graduation Date: |  |
| Major: |  | | |
| Degree: | None | | |
| School: | Park River | Graduation Date: |  |
| Major: |  | | |
| Degree: | None | | |
| School: |  | Graduation Date: |  |
| Major: |  | | |
| Degree: | None | | |

 Additional Skills And Qualifications

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| --- | --- | --- | --- |
| Recent Job Title: | Assistant | Recent Wage: | 0 per |
| Security Clearance: | No |  |  |

 Desired Position

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| --- | --- | --- | --- |
| Desired Wage: | per | Desired Employment Type: |  |
| Desired Travel: |  | Desired commute: |  |
| Desired Relocation: | No | |  |

 Resume

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| --- |
| MARY GRAVES 4730 Central Ave Columbia Height, MN 55421 (651) 271-8052 mbcgraves25@hotmail.com  OBJECTIVE Compassionate professional who is motivated to improve the well being of others. Seeking a challenging position in the healthcare industry as a Nursing Assistant -Registered (CNA) with the following qualifications: \* Experienced in assisting others with special needs with daily living activities \* Reliable worker with the ability to learn new concepts and skills quickly \* Enthusiastic, results driven with the ability to establish rapport with clients \* Excellent communication skills and dedicated customer service \* Proven to build strong relationships through trust, active listening and being dependable \* Solid team player with a great positive attitude  HEALTH CARE TRAINING Nursing Assistant/Home Health Aide Anoka Technical College, Anoka, MN 2013 N.A.R. license - State of Minnesota, March 12, 2013 \* Clinicals at Park River Estates Care Center: 24 hours completed February 2013 \* Universal Health Care Worker - Culture Change and Directing &amp; Supporting Activities First Aid and Basic Life Support (BLS) - American Heart Association March 2013 Intro to Holistic Healing Anoka Ramsey Community College, Coon Rapids, MN 2013  QUALIFICATIONS  Nursing Skills: \* Knowledgeable of nursing skills \* Monitored pulse and respiration \* Read vitals and took blood pressure \* Trained in medical terminology \* Following the care plan \* Understanding of Holistic Healing \* Memory and social activities \* Medication Administration Nursing Experience: \* Assisted with activities of daily living ADL's \* Meal Preparation, feeding and housekeeping \* Physical activities and range of motion \* Bathing, dressing and grooming \* Perineal, mouth, hand and foot care \* Transferred people to and from wheel chair \* Charted and documented patient care   VOLUNTEER EXPERIENCE Event Coordinator Immaculate Conception Columbia Heights, MN 2002-Present \* Raise money at annual carnival through volunteering time and organizing event  Personal Care Attendant Michael Graves Columbia Heights, MN 2005-2010 \* Cleaned room, laundry and changed bedding. \* Transfers from bed to wheel chair and wheel chair to car to transport to VA appointments. \* ADLs including dressing, foot care, washing and cutting hair. \* Assisted with changing dressing and wound care. \* Emptied and cleaned catheter. \* Administered medications daily. \* Prepared meals and completed the grocery shopping based on healthy menus.   MARY GRAVES     PROFESSIONAL EXPERIENCE  Certified Nursing Assistant Good Samaritan Society Robbinsdale, MN 2014-Present \* Answer patient call signals, signal lights, bells, or intercom systems to determine patients' needs. \* Measure and record food and liquid intake or urinary and fecal output, reporting changes to medical or nursing staff.  Certified Nursing Assistant White Pines Senior Living Fridley, MN 2013-2014 \* Provided residents individualized, direct care with activities of daily living, meals, restorative care and life skills based upon resident preferences, regulations and best practices. \* Maintained all required documentation in accordance with regulations. \* Supported residents in self-care, and provide care for those unable to care for themselves. \* Observed residents closely, identifying changing needs and conditions at first indication, and reported immediately to nursing or care attendant leadership as appropriate.  Clerical/Office Support Metro North ABE Blaine, MN 2011-2012 \* Provided office support to the volunteer services. \* Completed special projects for instructors and management quickly and professionally. \* Tracked information into computer data base system thought accurate data entry. \* Assisted with additional office duties such as copying, filing, and organizing.  Personal Care Attendant Direct Home Health Care Minneapolis, MN 2009-2011 \* Provided companionship and direct personal care following individualized Care Plan. \* Transported customers to doctor appointments, grocery store and pharmacy. \* Assisted with light cleaning, meals, laundry and personal needs. \* Transferred from wheelchair to shower, bed, sofa and floor. \* Encouraged physical and mental activities to increase confidence and lift spirits.  Lead Host Sarna's Classic Grill Columbia Heights, MN 2007-2008 \* Managed and delegated job duties to the front staff. \* Assisted customers with store and product complaints. \* Received multiple reviews acknowledge my level of dedication to excellent customer service. \* Trained new employees by providing knowledge of specific store task and policies. \* Implemented new processes and system for improving customer service satisfaction.  EDUCATION Medical Assistant Classes Minneapolis Business College Roseville, MN \* Medical Administrative Procedures I &amp; II, Professional Development, Business Communication I &amp; II, Medical Clinical Procedure I, Keyboarding I &amp; II |