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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

|  |  |  |
| --- | --- | --- |
| Company Name: |   Certified Nursing | 01/14/2014 - Present |
| Job Title: |   Assistant |
|  |
| Company Name: |   Living Fridley, MN | 01/14/2013 - 01/14/2014 |
| Job Title: |    |
|  |
| Company Name: |   Metro North ABE Blaine, MN | 01/14/2011 - 12/14/2012 |
| Job Title: |   Clerical/Office Support |
|  |
| 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 |
|  |

 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

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

 Resume

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| --- |
| MARY GRAVES4730 Central AveColumbia Height, MN 55421(651) 271-8052mbcgraves25@hotmail.comOBJECTIVECompassionate professional who is motivated to improve the well being of others. Seeking achallenging position in the healthcare industry as a Nursing Assistant -Registered (CNA) with thefollowing 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 attitudeHEALTH CARE TRAININGNursing Assistant/Home Health Aide Anoka Technical College, Anoka, MN 2013 N.A.R. license - Stateof 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 ActivitiesFirst Aid and Basic Life Support (BLS) - American Heart Association March 2013Intro to Holistic Healing Anoka Ramsey Community College, Coon Rapids, MN 2013QUALIFICATIONSNursing 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 AdministrationNursing 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 careVOLUNTEER EXPERIENCEEvent Coordinator Immaculate Conception Columbia Heights, MN 2002-Present\* Raise money at annual carnival through volunteering time and organizing eventPersonal 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 GRAVESPROFESSIONAL EXPERIENCECertified 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 tomedical 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, andreported 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.EDUCATIONMedical 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 |