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| --- | --- |
| Name: | Salesia Books |
| Phone: |  |
| Email: | salesiabooks@gmail.com |
| Location: | US-NE-Madison-68748 () |
| Last Modified: | 9/18/2019 5:56:50 AM |

 Work History

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| --- | --- | --- |
| Company Name: | NORFOLK MEDICAL GROUP | 05/01/2010 - Present |
| Job Title: | RECEPTIONIST/ LPN | |
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| Company Name: | Skills &amp; Abilities COMMUNICATION | 01/01/1900 - 05/28/2018 |
| Job Title: |  | |
|  | | |
| Company Name: | Skills &amp; Abilities COMMUNICATION | 04/02/2018 - 05/28/2018 |
| Job Title: | Nursing Supervisor | |
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| Company Name: | CNA/MEDICATION AIDE | CONTRYSIDE HOME | 04/01/2006 - 05/01/2010 |
| Job Title: |  | |
|  | | |
| Company Name: | CNA/MEDICATION AIDE | HERITAGE OF BEL AIR | 05/01/2003 - 04/01/2006 |
| Job Title: |  | |
|  | | |
| Company Name: | PEIRCE MANOR | 06/01/2000 - 05/01/2003 |
| Job Title: |  | |
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 Education

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| --- | --- | --- | --- |
| School: | CENTRAL COMMUNITY COLLEGE COLUMBUS, NE | Graduation Date: |  |
| Major: |  | | |
| Degree: | None | | |

 Additional Skills And Qualifications

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| Recent Job Title: | RECEPTIONIST | 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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| Salesia Books  205 West 4th St. |Madison, NE 68748 | (402)640-0635 | salesiabooks@gmail.com   Objective To be employed and working as an LPN.   Education LPN NURISNG DEGREE, MAY 4, 2018, CENTRAL COMMUNITY COLLEGE COLUMBUS, NE  Nursing   Experience RECEPTIONIST/ LPN | NORFOLK MEDICAL GROUP, NORFOLK, NE | MAY 2010-PRESENT  I have been a receptionist with 2 clinics within Norfolk Medical Group, and worked at the switch board answering phones to schedule appointment for labs and office visits for the past 7 years. I have also worked with Health Information and scanning documents into patients' charts. CNA/MEDICATION AIDE | CONTRYSIDE HOME, MADISON, NE| APRIL 2006-MAY 2010  I worked on the Assisted Living as a medication aide, passing medications and taking care of the residents' needs. I worked in nursing home as a CNA taking care of residents' activities of daily living, helping to get up in the mornings, toileting, bathing, and eating. I also worked as a medication aide passing medications to residents.   CNA/MEDICATION AIDE | HERITAGE OF BEL AIR, NORFOLK, NE | MAY 2003-APRIL 2006  I worked in the nursing home as a CNA taking care of residents' activities of daily living. I also passed medications to residents as a medication aide. I worked in the Alzheimer unit as an activities person and also as CAN/Medication aide.   CNA/MECIDATION AIDE | PEIRCE MANOR, PEIRCE, NE | JUNE 2000-MAY 2003  I worked at CNA/medication aide taking care of residents' activities of daily living. I also passed medication to residents as a medication aide.   Skills &amp; Abilities COMMUNICATION  I have worked in Norfolk Medical Group for the past 7 years and have become familiar with the patients and their needs. I work well with all the staff not matter where I'm working wither it be the Family Practice, Health Information, North Clinic, or the switchboard. I'm very comfortable working with all ages and backgrounds of the patients. I have 18 years of experience in the medical field wither it is taking care of their daily living or scheduling the appointments for their health care.     Salesia Books (402)640-0635 | salesiabooks@gmail.com | 205 West 4th St. Madison, NE 68748     April 2, 2018 Nursing Supervisor     Dear Nursing Supervisor: I would like to continue my nursing career as an Licensed Practical Nurse within your medical group. I am familiar with the EMR and use of computers, I also use scanners to scan medical records into patient charts.  I have worked in three nursing homes and in a medical Doctors office. I have studied at Central Community College in Columbus to obtain my Licensed Practical Nurse education. I have all together about eighteen years of experience in the medical field. I have lived in Norfolk community for 41 years and would like to care for the people of this community.  As I have a lot of qualification and experience, I would like to discuss with you at your most convent time. I would like to contact you at within the next week to go over the next steps to possibly becoming employed as an Licensed Practical Nurse with your group. Enclosed I have included my resume with my extensive medical background and experiences. Thank you for your time.  Sincerely,  Salesia Books   Page 1 |