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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

|  |  |  |
| --- | --- | --- |
| Company Name: |   NORFOLK MEDICAL GROUP | 05/01/2010 - Present |
| Job Title: |   RECEPTIONIST/ LPN |
|  |
| 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 |
|  |
| 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: |    |
|  |

 Education

|  |  |  |  |
| --- | --- | --- | --- |
| 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

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

 Resume

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| --- |
| Salesia Books205 West 4th St. |Madison, NE 68748 | (402)640-0635 | salesiabooks@gmail.comObjectiveTo be employed and working as an LPN.EducationLPN NURISNG DEGREE, MAY 4, 2018, CENTRAL COMMUNITY COLLEGE COLUMBUS, NE NursingExperienceRECEPTIONIST/ 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 switchboard answering phones to schedule appointment for labs and office visits for the past 7 years. Ihave 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 theresidents' needs. I worked in nursing home as a CNA taking care of residents' activities of dailyliving, helping to get up in the mornings, toileting, bathing, and eating. I also worked as amedication 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. Ialso passed medications to residents as a medication aide. I worked in the Alzheimer unit as anactivities 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 alsopassed medication to residents as a medication aide.Skills &amp; AbilitiesCOMMUNICATION I have worked in Norfolk Medical Group for the past 7 years and have become familiar with thepatients and their needs. I work well with all the staff not matter where I'm working wither it bethe Family Practice, Health Information, North Clinic, or the switchboard. I'm very comfortableworking with all ages and backgrounds of the patients. I have 18 years of experience in themedical field wither it is taking care of their daily living or scheduling the appointments fortheir health care.Salesia Books(402)640-0635 | salesiabooks@gmail.com | 205 West 4th St. Madison, NE 68748April 2, 2018Nursing SupervisorDear 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 intopatient charts.I have worked in three nursing homes and in a medical Doctors office. I have studied at CentralCommunity College in Columbus to obtain my Licensed Practical Nurse education. I have all togetherabout eighteen years of experience in the medical field. I have lived in Norfolk community for 41years 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 mostconvent time. I would like to contact you at within the next week to go over the next steps topossibly becoming employed as an Licensed Practical Nurse with your group. Enclosed I have includedmy resume with my extensive medical background and experiences. Thank you for your time.Sincerely,Salesia BooksPage 1 |