



# JORDAN GLYSCH

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## OBJECTIVE

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Very ambitious & reliable individual seeking a new and challenging position in a new field so that I may utilize my exceptional individualized care skills while providing outstanding service to the public. To obtain a position in a progressive environment that will allow room for advancement and individualized learning in a new and exciting career.

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## EXPERIENCE

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### Country Villa Assisted Living

Certified Nursing Assistant, June 2018 to April 2020

- Displayed strong clinical skills in assessing vital signs, performing glucose checks, while ensuring the accuracy and timely flow of information by maintaining thorough patient records and updating the healthcare team on patient status.
- Preserved patient dignity and minimized discomfort while carrying out activities of daily living such as changing soiled linens, meal prep, housekeeping, one-on-one patient interaction, medication administration, and bathing.
- Commended for chart accuracy, effective team collaboration, patient relations and consistent delivery of empathetic care.

### Azura Memory Care

Certified Nursing Assistant, October 2013 to June 2018

- Served as shift lead to two other employees while providing social, emotional, and professional support to those under me to better streamline patient care and patient family member moral and well being.
- Trained new employees on daily standard operating procedures and company policies.
- Was willing to work beyond normal working hours and on weekends and holidays when necessary for the support and care of patients and their families.

### Stein's Garden & Home

Cashier, May 2009 to October 2013

- Handled opening and closing of registers, assisted in the training of new cashiers, monitored cash limits and ensured quality customer service at all times.
- Developed reputation for prompt, efficient service with high level of accuracy.
- Identified and capitalized on opportunities for initiating store credit reward card applications.
- Maintained a professional appearance and outstanding work ethic for the duration of each assigned shift.

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## **EDUCATION**

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High School Diploma

Nurse's Aid Program

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## **SKILLS**

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- Communicates effectively and professionally with customers and presents self in professional manner
- Ability to communicate effectively both orally and in writing
- Ability to learn new roles and procedures and comprehend basic terminology
- Basic computer skills or ability to acquire within (3) months
- Ability to work independently
- Ability to learn any new computer programs or software required to perform daily duties
- Ability to coordinate, analyze, observe, make decisions, and meet deadlines in a detail-oriented manner
- Ability to quickly make decisions to report with minimal supervision
- Strong attention to detail
- Ambitious, goal oriented, open minded, and eager to learn

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## REFERENCES

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Amy Perez (Office Assistant: Country Villa)

(920) 203-8958

Adam White (Director: Azura Memory Care)

(920) 979-2523

Sarah Koehler (Previous Co-Worker/Cashier: Stein's Garden & Home)

(262) 844-3167