

Annette Dudley

CERTIFIED NURSE ASSISTANCE - NORTH GRAND

St. Louis, MO 63118

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Willing to relocate: Anywhere

Authorized to work in the US for any employer

Work Experience

Administrative Assistant

JellyBean PlusSize Boutique - St. Louis, MO

November 2018 to Present

- Answering incoming calls; taking messages and re-directing calls as required
- Dealing with email enquiries
- Taking minutes
- Diary management and arranging appointments, booking meeting rooms and conference facilities
- Data entry (sales figures, property listings etc.)
- General office management such as ordering stationary and inventory
- Organising travel and accommodation for staff and customers
- Arranging both internal and external events
- Possibly maintaining the company social media accounts
- Providing administration support to Sales Reps, Property Managers and Senior Management

CERTIFIED NURSE ASSISTANCE

John Cochran VAMC - St. Louis, MO

January 2018 to Present

Duties, Accomplishments and Related Skills:

works under the supervision of nurses to deliver high quality care to patients. The job requires long hours and many responsibilities, caring for patients on a daily basis

Feed, bathe and dress patients

help patients with their basic needs. Generally, this means helping them bathe, dress and feed themselves. These patients might include stroke victims, the elderly residents of nursing homes, or individuals recovering from an accident, injuries or surgeries in a hospital.

Take patient vital signs

From temperature to blood pressure, responsible for taking and recording patient vital signs. Routine tasks such as these are typically the initial steps of a patient's visit to a physician's office or hospital, which means I have the responsibility of making a positive first impression for the medical team.

Serve meals, make beds and keep rooms clean

In line with meeting patients' basic needs, includes serving meals to patients, making beds and helping clean rooms. This can mean cleaning out bedpans and changing soiled sheets. It also means getting the chance to have regular, one-on-one contact with patients - the compassionate relationships that can help people make it through times of illness with dignity.

Set up medical equipment and assist with some medical procedures
Storing and setting up medical equipment might involve laying out tools for the next patient exam or perhaps moving heavy medical equipment from one room to another.
Answer calls for help and observe changes in a patient's condition or behavior
Working so closely with patients on a daily basis, observing not only the obvious changes in a patient's physical condition but the subtleties of their emotional state. That can also mean having immeasurable impact on helping patients make it through a trying recovery or come to terms with a long-term condition

CNA - Certified Nursing Assistant

Amp Medical Staffing - O'Fallon, MO
May 2017 to Present

Go to different facility fill in where help is needed and staffing is needed provide resident care such as grooming changing clothes, bathing/showering, delivering/cleaning up after meals, and sanitizing bedding.

Developed and implemented sensory and cognitive stimulation programs for individual and group sessions.

Improved residents' daily living skills by promoting socialization and increasing physical activity.
recorded residents' vital signs.

Psychiatric Technician/Receptionist/Customer Service Rep

St.Louis Psychiatric Rehabilitation Center - St. Louis, MO
October 2016 to March 2017

This description may not include all of the duties, knowledge, skills, or abilities associated with this classification.

Teaches or assists residents in self-help skills and social behavior based on the level of individual resident functioning.

Reports and records observable changes in resident behavior and physical condition.

Assists with or participates in remotivation, rehabilitation, resocialization, and behavior modification programs.

Initiates and participates in group and/or individual activities with residents; escorts residents as assigned.

Participates in specialized programs such as adjunctive therapies and interacts individually with residents.

Performs basic nursing care such as checking vital signs, applying simple dressings, and providing general daily care of residents.

Administers oral, topical, and/or rectal medications under professional supervision after being certified by the Director of Nursing or other facility officials.

Assists the physician and/or nursing personnel by preparing residents for physical examinations, catheterization, tube feeding, bladder irrigations, and oxygen therapy; provides routine decubitus care; and observes and cares for residents during these treatments.

Assists with various diagnostic and treatment procedures.

Maintains a safe, clean, and therapeutic ward environment by following facility policies.

Reports rule infractions, complaints of residents or employees, and other incidents to an immediate supervisor.

Attends interdisciplinary team meetings to report observations of residents' behavior.

Assists residents during emergency situations.

Serves meals to residents in the absence of food service personnel.

Prepares and maintains records and reports.
Maintains adequate supplies and equipment.
Receives detailed instruction from a higher-level Psychiatric Technician or other staff member; receives general supervision from a professional nurse.
Performs other related work as assigned

Certified Nursing Assistant

Life Care Centers of America - St. Louis, MO
June 2014 to May 2016

Responsibilities Working with residents that live with Dementia preparing breakfast lunch dinner clean clothing feeding
Skills Used Assisted with meeting the residents' basic needs, such as grooming changing clothes, bathing/showering, delivering/cleaning up after meals, and sanitizing bedding. Developed and implemented sensory and cognitive stimulation programs for individual and group sessions. Improved residents' daily living skills by promoting socialization and increasing physical activity. recorded residents' vital signs.

Dolan Memory Care

CNA/HHA - St. Louis, MO
December 2013 to July 2014

Responsibilities

Working with residents that live with Dementia preparing breakfast lunch dinner clean clothing feeding

Skills Used

Assisted with meeting the residents' basic needs, such as grooming changing clothes, bathing/showering, delivering/cleaning up after meals, and sanitizing bedding.
Developed and implemented sensory and cognitive stimulation programs for individual and group sessions.
Improved residents' daily living skills by promoting socialization and increasing physical activity.
recorded residents' vital signs.

CNA - Certified Nursing Assistant

Bernard Care Center - St. Louis, MO
October 2011 to April 2013

Responsibilities

Assisted with meeting the residents' basic needs, such as grooming changing clothes, bathing/showering, delivering/cleaning up after meals, and sanitizing bedding.
Developed and implemented sensory and cognitive stimulation programs for individual and group sessions.
Improved residents' daily living skills by promoting socialization and increasing physical activity.
recorded residents' vital signs.

Skills Used

Assisted with meeting the residents' basic needs, such as grooming changing clothes, bathing/showering, delivering/cleaning up after meals, and sanitizing bedding.
Developed and implemented sensory and cognitive stimulation programs for individual and group sessions.
Improved residents' daily living skills by promoting socialization and increasing physical activity.
recorded residents' vital signs.

CNA

Riverview nursing home

CNA - Certified Nursing Assistant

RIVERVIEW NURSING HOME - St. Louis, MO

April 2011 to August 2011

Responsible for meeting resident's basic health needs and assisting with daily routines.

Maintained cleanliness and sanitization of patient surroundings.

Recorded patient vital signs and other information, such as blood pressure, temperature, pulse, respiration, and body weight.

Observed and monitored patients' Emotional, mental, and physical conditions, and addressed concerns, as needed.

Provided emotional support and companionship to patients and their families.

Transported patients throughout the facility and to doctor's/dentist's appointments.

Education

Some college in mental and physical

St. Louis - St. Louis, MO

October 2016 to October 2016

Associate in NURSING

ST. LOUIS COLLEGE OF HEALTH CAREER - St. Louis, MO

October 2014 to January 2015

Skills

- EXCEL (10+ years)
- INTERNET EXPLORER (Less than 1 year)
- MICROSOFT WORD (10+ years)
- OUTLOOK (10+ years)
- POWERPOINT (10+ years)
- WORD (10+ years)
- CNA
- Certified Nursing Assistant
- Home Health
- HHA
- Cna Certified
- Memory Care
- Tube Feeding
- Dementia Care
- Sales Support
- Caregiving

- Alzheimer's Care
- Vital Signs
- Meal Preparation
- Nursing
- Medical Office Experience
- EMR Systems
- Typing
- Cash handling
- Hospice Care
- Laboratory Experience
- Critical Care Experience
- Medication Administration
- Hospital Experience
- Medical Records
- Laundry
- Phlebotomy

Certifications and Licenses

CPR

Certified Nursing Assistant (CNA)

Additional Information

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Proficient in microsoft Word, PowerPoint, Excel, Internet Explorer, Firefox, Outlook, and other common software programs