

Precious Graham

You'll never find anyone more organized & effective.

St. Louis, MO 63133

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In my resume you will find a wealth of experience within my scope of practice as a CNA / CMT. I am insulin certified and unwilling to be vaccinated for continued employment within my professional arena. I am seeking a CAREER that a woman of my intelligence and capability can COMMIT TO as I continue to educate myself and grow as an essential professional.

Willing to relocate: Anywhere

Authorized to work in the US for any employer

Work Experience

Travel Nursing -CNA / CMT

AACO Nursing Agency - Seattle, WA

May 2017 to Present

I've traveled state to state accepting assignments through this travel nursing agency. I have a chance to present my skills of service to people of all walks of life. I have worked long hours on short notice. I have accepted assignments and driven 22 hours in one direction. I am good at my craft. I am good at establishing an instant rapport with consumers and I am confident in any product or service I present. I am knowledgeable about any services I am assigned to offer and I present myself confidentially to ace the task on the first try. I can walk into any establishment and become a part of the team day one. I represent myself, my agency and our products of service (adl's and medication administration) to the highest standard and I am always invited back.

Home Care Manager

Your Way Home Care LLC - St. Louis, MO

June 2012 to February 2018

As manager I coordinated daily business operations by way of securing staffing assignments through clients at home or for long term care facilities. I formulated policies, planned use of resources toward maximum productivity, and overseen service delivery. I determined staffing requirements, conducted interviews, hired and trained new contractors, answered phones, filed paperwork, bought office supplies, handled shipping, answered customer requests, and other duties as requested. I researched similar businesses to determine my competitive advantages, wrote ads, joined business groups, initiated networking with anyone and everyone who could be a possible customer, communicated with customers who didn't pay their bills, made repeat calls, sending invoices, possibly taking someone to court, maintained all records, managed accounts, drafted and made changes to business plans, planned for expected and unexpected costs, I researched the laws related to business, complied with federal and state laws for safety, studied the penalties for violations, and more. I also stood in to fill multiple positions for travel nursing assignments as needed throughout the state

Operations Manager

Jill of all Trades LLC - Chesterfield, MO

June 2012 to May 2017

As operations manager, I took on a senior role which involved overseeing the production, transcription, and provision of services. I make every effort to make sure the organization is running as well as it possibly can, with a smooth efficient service that meets the expectations and needs of the clients.

Field Supervisor/ Float

Pyramid Home Health Services - Potosi, MO

October 2014 to May 2015

As field Supervisor, my main responsibility was to oversee the home care team. I verified assignments and work schedules. If there were staffing issues I was responsible for filling in, in the field as a float. As float I performed routine activities of daily living such as dietary, dressing, grooming, bathing, personal hygiene, toileting and incontinence care, medication set up, mobility and transfer, cleaning, laundry, supervision, companionship, direct client assistance, telephony, paperless work reporting and care documentation for billing purposes

Manager/Administrator

BRISTOL MANOR - Warrenton, MO

June 2012 to October 2012

In this specialized area of residential care, I supervised clinical, administrative, dietary affairs, adl's, medication administration, service delivery, transportation, medical care, medical supplies, financial matters, marketing, customer satisfaction, conflict resolution, and census growth, while supervising & training staff. I coordinated staff schedules, scheduled interviews, conducted tours for prospective clients, and structured open house events to welcome the public and alert them to our services

Home Health Manager

Paraquad Home Health - St. Louis, MO

July 2010 to June 2012

I assisted in supervising a team of 50 home health aides. I was responsible for field training and supervising the staff to be proficient in skills such as: routine activities of daily living, dietary, dressing, grooming, bathing, personal hygiene, toileting/ continence care, use of proper body mechanics, cleaning, laundry, and other activities of daily living as required

Unit Manager

Meadowlands Assisted Living - O'Fallon, MO

October 2009 to June 2010

I administered and ordered medication. I verified and transcribed doctor's orders. I orientated new team members to the community, supervised a night shift eight to ten staff, and notified all appropriate supervisory personnel of any diversion to care. I completed all shift documentation, initiated any new orders to be administered, and carried out all tasks delegated by administration per shift.

Team Leader

Missouri Veterans Home - St. Louis, MO

October 2008 to October 2009

I accepted my assignment upon arrival and performed walking rounds to verify each resident's status and location. I used Hoyer lifts, Sara lifts, gait belts, and sliding board transfers to assist with residents mobility needs. I conducted rounds every two hours to assure residents safety and comfort. I performed

activities of daily living to help residents to maintain their dignity. I administered medications medications and treatments per Dr's order

Med Care Manager

Adult Care Solutions - St. Louis, MO
May 2008 to October 2009

I administered medication, verified and transcribed doctor orders, provided personal care and delegated tasks to assist with smooth operation of ongoing daily activities (meal prep, field trips etc.) for young adults with developmental diseases and seniors with dementia.

Field Manager

St Andrews at Home Services - St. Louis, MO
June 2007 to October 2008

I cared for a husband and wife couple performing activities of daily living. I was later promoted to field manager and took over the responsibilities of supervising staff and managing the care of many clients at the Sara house.

Independent Contractor

Sentura Creations - Memphis, TN
February 2005 to July 2007

I marketed to ensure consistent lead generation, and collaborated with other offices to train prospective sales super stars. I motivated high-performing sales people, and managed day-to-day production of all sales. I orientated new team members and conducted productivity reviews. I generated ideas for sales contests and motivational initiatives. I scheduled daily team meetings with sales team, tracked sales metrics and reported data to corporate on a regular basis. I coached and developed sales contractors and Implemented performance structures according to company culture. I maintained contact with customers and businesses who purchased as repeat business and referral became a great source of revenue. I met pre-determined revenue goals, ensured correct usage of sales applications, and ensured adherence to sales process.

Education

Associate in Science (AS) in Cannabis Science And Operations

Saint Louis University - St. Louis, MO
Present

Skills

- Hoyer Lift
- Telephony
- Transcription
- Nursing
- English
- Dementia Care
- Meal Preparation

- Caregiving
- Hospital Experience
- Alzheimer's Care
- Recruiting
- Senior care
- Assisted living
- Medication administration
- EMR systems
- Acute care
- Home care
- Microsoft Office
- Computer skills
- Medical office experience
- Hospice care

Certifications and Licenses

CNA

June 2007 to Present

Registered CNA in Missouri, Pennsylvania, Idaho, West Virginia, Michigan, Kentucky, Montana and a few others just ask. If I do not have the endorsement, I can get it.

CMT

December 2008 to Present

Insulin Administration

January 2009 to Present

First Aid Certification

CPR Certification

BLS Certification

Assessments

Nursing assistant skills — Highly Proficient

March 2021

Providing nursing aid to patients using knowledge of relevant equipment and procedures.

Full results: [Highly Proficient](#)

Work style: Conscientiousness — Proficient

July 2021

Tendency to be well-organized, rule-abiding, and hard-working

Full results: [Proficient](#)

Recruiting — Proficient

August 2021

Managing the candidate sourcing and selection process

Full results: [Proficient](#)

Work motivation — Proficient

August 2021

Level of motivation and discipline applied toward work

Full results: [Proficient](#)

Indeed Assessments provides skills tests that are not indicative of a license or certification, or continued development in any professional field.