



Deborah Gatewood

Education

Southern New Hampshire University – Manchester, NH

In Progress

- **Bachelor of Science in Finance**

Technical Skills: Microsoft Office Suite; Excel, PowerPoint, Word, Outlook

Work Experience

Private Duty for special clients – St. Louis, MO

January 2016 – Present

- Provide care and housekeeping duties
- Assisted clients with various needs including making payments and taking calls
- Scheduled and attended doctor's appointments for family
- Answer family member questions and provide support

St. Alexius Hospital – St. Louis, MO

April 2019 – May 2021

Receptionist

- Promptly answer incoming calls and assisted callers with various needs
- Assisted in transferring medical records
- Scheduled patient appointments and directed individuals to the correct area during appointments
- Planned and held department meetings
- Communicated with other hospitals and social workers about patients' needs
- Created incident reports
- Performed basic data entry
- Assisted in paycheck distribution

Purity 999 – St. Louis, MO

January 2010 – July 2019

Customer Service / Receptionist

- Answered phones and greeted clients
- Took client jewelry orders when needed
- Always provided excellent customer service
- Sent billing notices to clients
- Ensured all store invoices were paid in a timely manner

Community Care Center – St. Louis, MO

March 2014 – January 2015

Certified Nurse's Assistant

- Obtained and monitored vital signs
- Assisted and/or provided total care with daily activities
- Monitored and reported changes in condition
- Assisted with implementation of care plans
- Encouraged autonomy for the residents



- Provided and assisted with activities per individualized needs

FUSZ Pavilion - St. Louis, MO

November 2007 – October 2011

Certified Nurse's Assistant/ Unit Clerk

- Answered and directed calls to appropriate staff
- Performed general clerical and administrative functions including ordering and maintaining inventory
- Escorted patients to appointments
- Assisted residents with daily activities
- Monitored and report changes in patient conditions
- Assisted with implementation of care plans