CELINA LABIATU

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# OBJECTIVE

Obtain a position as a team-player in a people-oriented organization where I can effectively utilize my communication skills and customer service experiences in a challenging environment to achieve the corporation’s goals.

# Augsburg Lutheran Home February 2017 - Present

## **GNA/ PRN Unit Secretary**

* Organizes and assist in preparing work schedules for employees to ensure the appropriate amount of staff is available for each work shift.
* Excellent communication skills.
* Excellent Prioritization and problem-solving skills.
* Organization and planning.
* Research and analysis.
* Attention to detail.
* Customer service.
* Phone Etiquette.
* Discretion.

# King David Nursing and Rehab Center April 2014-March 2017

## Nursing assistant

* Assisted patients with activities of daily living.
* Helped patients with bathing cooking, eating.
* Assess patient vitals.
* Mobilized the ability to obtain HIPPA/privacy regulations.
* Maintained compassion and positive relationships with patients.

# SKILLS

Internet, MS Word & PowerPoint, answering telephones; well organized, strong Leadership skills, excellent verbal, written and interpersonal skills, flexible, adaptable and a quick learner.

# EDUCATION

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| Baltimore City Community College | **Associates degree (RN) 2015-2017** |
| School for Community Research and Learning **HONORS** | **Sept 2007 – Jun 2010** |
| Honor Roll  | **Fall 2007-Spring 2010** |