

# Whitney Melby

Saint Paul, MN 55117

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My name is Whitney, I'm a certified nursing assistant. I also finished collage for medical assistant. I enjoy working in the medical field, I also have 8 years experience in retail and supervising, I'm a hard worker and I enjoy taking care of the resident's, it's a very for filling job, it warms my heart. I have great customer service skills, great Communication and problem solving. Been In customer service about 10 years.

Authorized to work in the US for any employer

## Work Experience

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### **Hospice Aide**

Our Lady of Peace - Saint Paul, MN

August 2019 to Present

It's a heart warming job I'm very honored to take care of the clients, and getting to know them and building a relationship. Warming there hearts when they need someone so gently as there caregiver.

### **PCA Personal Care Assistant**

Private Duty In-Home Care - White Bear Lake, MN

February 2017 to Present

Do ADLS, Giving showers and baths helped with cooking and cleaning with laundry, help with planning appointments and with medication refills. Bringing to appointments.

### **Certified Nursing Assistant**

Cerenity Senior Care, White Bear Lake

May 2016 to January 2019

Cared for resident's, daily ADLs, worked in long term care I also worked on the TCU.

### **Cashier/Customer Service**

Walmart - Vadnais Heights, MN

June 2012 to August 2014

Provided excellent customer service

- Handled customer cash register transactions efficiently and processed incoming payments
- Maintained knowledge of current in store discounts and promotions

### **Medical Assistant Externship**

Trust in Us Drug, Alcohol, and DNA Testing - Saint Paul, MN

July 2012 to August 2012

Anoka, MN

- Greeted and roomed 30 to 40 patients daily
- Collected patient specimen for testing and followed protocol to avoid contamination

- Tested E Cup specimen for drug results
- Packaged and prepared specimen and paperwork for outside laboratory testing
- Provided accurate and informative patient education regarding process for collection
- Observed hair follicle collection for DNA testing
- Answered phones and took messages for staff
- Organized files and created employer filing system
- Stocked medical supplies in testing area
- Maintained clean and sanitary clinic environment

## Education

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### **Certificate in Certified nursing assistant**

Century College - White Bear Lake, MN

April 2017 to May 2017

### **Diploma in Medical Assistant**

Everest Institute - Eagan, MN

August 2012

## Skills

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- CNA
- Home Health
- Medication Administration (Less than 1 year)
- Certified Nursing Assistant
- Senior Care
- Hospice Care
- Caregiving
- Nursing
- Supervising experience
- Home care
- Vital signs
- Laboratory experience

## Links

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<http://youtu.be/zWWadZ61mGI>

## Certifications and Licenses

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### **Certified Nursing Assistant (CNA)**

### **CPR Certification**

**CPR Certification**

**First Aid Certification**

**CPR Certification**