

# Jashauna Hudson

Cleveland, OH

[jashaunahudson@gmail.com](mailto:jashaunahudson@gmail.com)

216-347-5511

Willing to relocate: Anywhere

## Work Experience

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### **State Tested Nursing Assistant**

Legacy Healthcare Services - Cleveland, OH

October 2019 to Present

- Assists with direct patient care under the supervision of the RN or other medical professionals.
- Provide patients with help walking, exercising, and moving in and out of bed.
- Position, feed, bathe, dress and assist patients with grooming and other tasks.

### **Administrative Assistant**

Franklin Plaza - Cleveland, OH

June 2017 to Present

Assist the administrator in daily tasks, advanced in Point Click Care, interview nurses, assistant with meetings, make sure board is up to date and also go over quality control with each staff

### **Office Manager**

Pulse Flow - Cleveland, OH

March 2016 to March 2018

Answer phone, schedule appointments, book keeping, filing, faxing, make sure office is stocked, organizing documents, and making sure insurance is current

### **Pharmacy Technician**

Giant Eagle, Inc. - Cleveland, OH

June 2015 to July 2016

Responsibilities

Prepare prescribed medication, such as counting tablets and labeling bottles. I also perform administrative duties, such as answering phones, stocking shelves, and operating cash registers. receive written prescriptions or requests for prescription refills from patients. May receive prescriptions sent electronically from the doctor's office. Must verify that information on the prescription is complete and accurate.

### **Direct Support Professional (DSP)**

Rose-Mary Center - Cleveland, OH

June 2013 to March 2016

Responsibilities

Assist, monitor, teach individuals with preparation of daytime activities; encourage good personal hygiene, and behavior appropriate in their home or apartment.

## **Assistant Manager**

Arabica - Cleveland, OH

September 2003 to April 2013

Assist worldwide known coffee kiosk, which serviced a minimum of 500 walk in customer a day, organized and prepared all paper work affiliated with sales also mailed documentations, entered deposits, analyzed and identified improperly recalculated values and rejected transactions. Daily balanced cash drawers, reviewed general ledger. Motivated my team to aim to please. Simultaneously managed several projects with no frustration by changing priorities and unforeseen obstacles and achieved objectives. Work hands on with customer using my highly developed interpersonal communication skills.

## Education

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### **Associate in Paralegal**

Academy of court reporting - Cleveland, OH

2009 to 2011

## Skills

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- Scheduling
- Billing
- Front desk
- Medical terminology
- Marketing
- Journal Entries
- Pharmacy Technician Experience
- Bank Reconciliation

## Certifications and Licenses

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### **CPR Certification**

### **First Aid Certification**

## Additional Information

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CPI, CPR and First Aid and State of Ohio Med passer, real estate