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Barb Noss-Kalies

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PROFESSIONAL SUMMARY

I have been a Certified Nurses Assistant for 11 and a half years and have 22 years experience in various customer service positions, which one that includes currently being a school bus driver.

SKILLS

team oriented, verbal and written communication skills, organization, customer service, efficient and attentive to detail, multi-tasking, basic computer skills, dependability

WORK EXPERIENCE

8/2017 to
present

Oakpark Place

Menasha, Wisconsin

Certified Nurses Assistant

- Administer medications or treatments, such as catheterizations, suppositories, irrigations, enemas, massages, or douches, as directed by a physician or nurse.
- Answer patient call signals, signal lights, bells, or intercom systems to determine patients' needs.
- Apply clean dressings, slings, stockings, or support bandages, under direction of nurse or physician.
- Change bed linens or make beds.
- Clean and sanitize patient rooms, bathrooms, examination rooms, or other patient areas.
- Collect specimens, such as urine, feces, or sputum.
- Communicate with patients to ascertain feelings or need for assistance or social and emotional support.
- Document or otherwise report observations of patient behavior, complaints, or physical symptoms to nurses.
- Exercise patients who are comatose, paralyzed, or have restricted mobility.
- Explain medical instructions to patients or family members.
- Feed patients or assist patients to eat or drink.
- Gather information from caregivers, nurses, or physicians about patient condition, treatment plans, or appropriate activities.

- Lift or assist others to lift patients to move them on or off beds, examination tables, surgical tables, or stretchers.
- Measure and record food and liquid intake or urinary and fecal output, reporting changes to medical or nursing staff.
- Observe or examine patients to detect symptoms that may require medical attention, such as bruises, open wounds, or blood in urine.
- Prepare or serve food trays.
- Provide information such as directions, visiting hours, or patient status information to visitors or callers.
- Provide physical support to assist patients to perform daily living activities, such as getting out of bed, bathing, dressing, using the toilet, standing, walking, or exercising.
- Record height or weight of patients.
- Record vital signs, such as temperature, blood pressure, pulse, or respiration rate, as directed by medical or nursing staff.
- Remind patients to take medications or nutritional supplements.
- Restock patient rooms with personal hygiene items, such as towels, washcloths, soap, or toilet paper.
- Review patients' dietary restrictions, food allergies, and preferences to ensure patient receives appropriate diet.
- Set up treating or testing equipment, such as oxygen tents, portable radiograph (x-ray) equipment, or overhead irrigation bottles, as directed by a physician or nurse.
- Stock or issue medical supplies, such as dressing packs or treatment trays.
- Supply, collect, or empty bedpans.
- Transport patients to treatment units, testing units, operating rooms, or other areas, using wheelchairs, stretchers, or moveable beds.
- Transport specimens, laboratory items, or pharmacy items, ensuring proper documentation and delivery to authorized personnel.
- Turn or reposition bedridden patients.
- Undress, wash, and dress patients who are unable to do so for themselves.

7/2017 to
present

Kobussen Bus LTD

Kaukauna, Wisconsin

School Bus Driver

- Check the condition of a vehicle's tires, brakes, windshield wipers, lights, oil, fuel, water, and safety equipment to ensure that everything is in working order.
- Comply with traffic regulations to operate vehicles in a safe and courteous manner.
- Drive gasoline, diesel, or electrically powered multi-passenger vehicles to transport students between neighborhoods, schools, and school activities.
- Follow safety rules as students board and exit buses or cross streets near bus stops.
- Escort small children across roads and highways.
- Keep bus interiors clean for passengers.
- Maintain knowledge of first-aid procedures.
- Maintain order among pupils during trips to ensure safety.
- Make minor repairs to vehicles.

- Pick up and drop off students at regularly scheduled neighborhood locations, following strict time schedules.
- Prepare and submit reports that may include the number of passengers or trips, hours worked, mileage, fuel consumption, or fares received.
- Read maps and follow written and verbal geographic directions.
- Regulate heating, lighting, and ventilation systems for passenger comfort.
- Report any bus malfunctions or needed repairs.
- Report delays, accidents, or other traffic and transportation situations, using telephones or mobile two-way radios.

8/2017 to
8/2018

Atrium Post Acute Care

Chilton, Little Chute, Wisconsin

CNA

- Answer patient call signals, signal lights, bells, or intercom systems to determine patients' needs.
- Apply clean dressings, slings, stockings, or support bandages, under direction of nurse or physician.
- Change bed linens or make beds.
- Clean and sanitize patient rooms, bathrooms, examination rooms, or other patient areas.
- Collect specimens, such as urine, feces, or sputum.
- Communicate with patients to ascertain feelings or need for assistance or social and emotional support.
- Document or otherwise report observations of patient behavior, complaints, or physical symptoms to nurses.
- Feed patients or assist patients to eat or drink.
- Gather information from caregivers, nurses, or physicians about patient condition, treatment plans, or appropriate activities.
- Lift or assist others to lift patients to move them on or off beds, examination tables, surgical tables, or stretchers.
- Measure and record food and liquid intake or urinary and fecal output, reporting changes to medical or nursing staff.
- Observe or examine patients to detect symptoms that may require medical attention, such as bruises, open wounds, or blood in urine.
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- Remind patients to take medications or nutritional supplements.
- Restock patient rooms with personal hygiene items, such as towels, washcloths, soap, or toilet paper.
- Turn or reposition bedridden patients.
- Undress, wash, and dress patients who are unable to do so for themselves.

CERTIFICATIONS, LICENSES, AWARDS

CNA certified, have a current C.D.L., Medical Assistant program Diploma

EDUCATION

2008 to **Lakeshore Technical College**

2008 C.B.R.F. certifications

2007 to **Fox Valley Technical College**

6/2007 Certified Nurses Assistant certification

2004 to **Thomson Education Direct(Penn Foster)**

2005 Medical Terminology, Basic Pharmacology, Records Management