**Sarah Alexander**

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**Professional Summary**

I am a self driven, organized, goal oriented  individual. I am a motivated individual with a highly effective communication style. I also value being a dependable and hard working person.  I am a compassionate person with the desire to help, motivate and encourage others. I am also efficient worker who demonstrates strong time management and prioritization skills.
I believe that everyone has the potential to grow and learn everyday in professional and personal way. Communication plays a major role in that for everyone.

**Skills**

| * CPR/First Aid certified
* Strong verbal communication
* Extremely quick learner
* Safety procedures
* Works well independently
* Natural leader
 | * Adaptable
* Excellent work ethic
* Efficient and reliable team player
* Committed team player
* Detail-oriented
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**Work History**

| 10/2005 to 04/2006 | **Factory Worker/ Assembler** **Android Industries Belvidere** – Belvidere, IL* Operated transmission line machines proficiently and in compliance to safety standards.
* Kept work areas clean and neat.
* Ensured that all health and safety guidelines were followed.
* Responsible for achieving production requirements.
* Tested products or subassemblies for functionality or quality.
* Made sure that products were produced on time and are of good quality.
* Inspected and tested components, assemblies and power tools.
* Planned and paced work efficiently in order to meet daily, weekly, project or production goals.
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| 04/2005 to 11/2005 | **Prep Cook** **Five Forks Market** – Rockford, IL* Restocked inventory and ingredient items as needed.
* Cooked all menu items according to specified instructions.
* Cleaned and organized kitchen areas.
* Distributed food to wait staff in a timely manner.
* Contributed to a consistent customer satisfaction rating through quality and timely service.
* Prepared ingredients for menu items.
* Maintained high standards of cleanliness and sanitation.
* Weighed and labeled products.
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| 06/2012 to 04/2013 | **Dental Assistant** **Dental Dreams** – Rockford, IL* Set up examination room and dental trays in preparation for examinations and procedures.
* Successfully assisted the dentist by performing four-handed dentistry and other chair-side duties.
* Correctly mixed compounds for cleaning or filling teeth.
* Accurately recorded treatment information in patient records.
* Educated patients about proper oral hygiene and plaque control procedures.
* Worked closely with patients before, during and after dental procedures.
* Competently prepared dental materials including cements, amalgams and composites.
* Diligently cleaned instruments and work areas in accordance with sterilization and disinfectant protocol.
* Confirmed patient insurance benefits and checked claim statuses.
* Successfully completed OSHA, ADA and HIPAA compliance trainings.
* Maintained proper universal precautions and infection control procedures at all times.
* Took impressions for retainers and appliances.
* Instructed patients on dental hygiene practices such as proper tooth-brushing and flossing techniques.
* Competently exposed, developed and mounted dental x-rays (both intraoral and extraoral).
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| 11/2012 to 04/2013 | **Waitress** **Olive Garden** – Rockford, IL* Consistently provided professional, friendly and engaging service.
* Skillfully promoted items on beverage lists and restaurant specials.
* Followed all safety and sanitation policies when handling food and beverage to uphold proper health standards.
* Displayed enthusiasm and knowledge about the restaurant's menu and products.
* Routinely supported other areas of the restaurant as requested, including answering telephones and completing financial transactions for other staff.
* Developed and maintained positive working relationships with others to reach business goals.
* Demonstrated genuine hospitality while greeting and establishing rapport with guests.
* Guided guests through menus while demonstrating thorough knowledge of the food, beverages and ingredients.
* Provided friendly and attentive service.
* Inventoried and restocked items throughout day.
* Precisely described menu items and special offerings and appropriately identified wine pairings.
* Relayed orders to bar and kitchen by quickly and accurately recording guest selections and keying them into the register.
* Maintained table settings by removing courses, replacing utensils and refilling beverages promptly and courteously.
* Assisted co-workers whenever possible.
* Effectively listened to, understood and clarified guest concerns and issues.
* Maintained complete knowledge of restaurant menu, including daily specials.
* Assisted with guest inquiries, take-out orders and restaurant cleanliness.
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| 11/2014 to Current | **Certified Nurse Assistant** **Rockford Memorial Hospital** – Rockford, IL* Maintained a clean, healthy and safe environment.
* Assisted with patient transfer and ambulation.
* Maintained accurate records of patient care, condition, progress and concerns.
* Monitored vital signs, such as blood pressure and pulse.
* Responded appropriately to the physical, emotional and developmental needs of patients.
* Tested and recorded blood glucose levels.
* Provided pre- and post-operative care.
* Assisted patients with bathing, oral hygiene, grooming, feeding and elimination.
* Helped patients move in and out of beds, baths, wheelchairs and automobiles.
* Experience with various medical conditions including Parkinson's, Dementia, Diabetes, Cancer, Alzheimer's and Paget's disease.
* Changed sterile dressings.
* Obtained household supplies and ran daily errands.
* Performed clerical duties, such as word processing, data entry, answering phones and filing.
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**Education**

| Current | **Associate of Science**: **Nursing** **Rock Valley College** - Rockford, IL |
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|  | **Certified Nurses Assistant** **Rock Valley Collge** - Rockford, IL |
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| 2001 | **High School Diploma** **Rockford Christian School** - Rockford, IL |
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**Additional Information**

I am a very detail oriented as well as focused individual.

 I believe in providing the best care possible and to every person.

I also feel as though it is very important to maintain a positive work environment.

I work extremely well in team and or individual settings.

I am very knowledgeable with computers as well as a fast learner.