**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.