



RACHEL ZANE

Home Health Aide | NEW YORK, 10005, USA | 890-555-0401

○ DETAILS ○

9 Wall St, New York, 10005, USA
890-555-0401
example@email.com

DATE / PLACE OF BIRTH

1989/20/03
New York

NATIONALITY

USA

DRIVING LICENSE

Full

○ SKILLS ○

Effective communication
Reliable
Caring and patient-oriented
Attention to detail
Able to multitask
Good listener

○ HOBBIES ○

Reading, walking, cooking

PROFILE

A loving, caring and hardworking Home Health Aide with 3 years experience in supporting and nursing elderly patients. My main focus is to connect with patients and their families on a personal level, to gain their trust so I can make them feel safe and comfortable.

EMPLOYMENT HISTORY

Home Health Aide at Angel Home Care, New York

February 2016 – Present

As a Home Health Aide I proudly provide (medical) services to those in need of care in New York City by offering a complete range of personal support, nursing and companionship services. I provide 8 patients per shift with one-on-one care in the privacy and comfort of their house or senior living community:

- Provide direct and indirect patient care under the direction of a nurse supervisor
- Transport patients via wheelchair or accompany ambulatory patients
- Transfer and offer assistance during transferring of patients into and out of wheelchairs, toilet, bed and other equipment
- Assist therapeutic recreation staff as requested with recreational activities including assisting with setup/cleanup of activities and groups
- Provide basic medical services that include changing bandages, checking vital signs like temperature and pulse and administering medications
- Assist patients requiring help with feeding, toileting and all other ADL care
- Perform general maintenance such as: setting up/storage of equipment, cleaning/dusting of equipment as needed and maintaining cabinets and storage areas

Office Clerk at The Adecco Group, New York

April 2013 – January 2016

As an Office Clerk, my core activities included:

- Co-ordinating and maintaining staff administrative records such as staff parking, staff phones and company credit cards.
- Distributing emails and the rate of correspondence reduced by 42%
- Served customers by backing-up receptionist; answering questions; forwarding messages; confirming customer orders; and keeping customers informed of order status.
- Acting as an information and communication distributor for the office, which contributed to work efficiency.

My ambition to have a rewarding job that provides a sense of accomplishment, joy and gratification made me switch careers. I love to work with people.

EDUCATION

February 2016

Degree: Certification in First Aid and CPR

- December 2015 – February 2016
Degree: Certified Home Health Aide training
- St. Joseph's College New York, New York
2011
Degree: Marketing, Public Relations and Advertising Certificate
- Walter Panas High School, Cortlandt Manor, New York
2007 – 2011
Degree: High School Diploma