

RACHEL ZANE

Home Health Aide

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Date of birth 1989/20/03 Place of birth New York
Nationality USA Driving license Full

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.

EXPERIENCE

❖ **Home Health Aide, Angel Home Care** Feb 2016 – Present
New York

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, The Adecco Group** Apr 2013 – Jan 2016
New York

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.

SKILLS

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

EDUCATION

❖ Feb 2016
Certification in First Aid and CPR

❖ Dec 2015 – Feb 2016
Certified Home Health Aide training

❖ **St. Joseph's College New York** 2011
Marketing, Public Relations and Advertising Certificate New York

❖ **Walter Panas High School, Cortlandt Manor** 2007 – 2011
High School Diploma New York

HOBBIES

Reading, walking, cooking