



Rachel Zane

Home Health Aide

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.

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

Education

Certification in First Aid and CPR

February 2016

Certified Home Health Aide training

December 2015 – February 2016

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

2011

High School Diploma, Walter Panas High School, Cortlandt Manor, New York

2007 – 2011