

ENTERED 4/m
5/19/14

XAYPHANTHO

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PROFESSIONAL SUMMARY

Level-headed health professional who remains calm and effective in extremely difficult and stressful situations. Strong belief in importance of companionship and support in patient care. Friendly Sales Associate adept at working in diverse retail and customer service environments.

SKILLS

- | Dementia and Alzheimer's knowledge
- | Tubule feedings and medications familiarity
- | Companionship and emotional support
- | Adaptable
- | Word processing
- | Dedicated team player
- | Medical terminology
- | Patient charting
- | Patient-focused care
- | Feeding assistance expert
- | CPR/First Aid certified
- | Committed team player
- | Prescription filling training
- | Prescription drug labeling

WORK HISTORY

Certified Nursing assistant
South Shore - Worthington, MN

April 2012 to November 2012

- | Effectively prioritized tasks and organized workflow to increase efficiency.
- | Complied with all federal laws, company policies and procedures and state regulations regarding intern, technician and assistant training and licensure.
- | Completed accurate cycle counts, inventory management and will-calls for customers.
- | Managed drug and supply inventories.
- | Effectively resolved insurance rejections and other billing issues.
- | Regularly stocked shelves, rotated stock and checked for expired medications.
- | Performed technical processes required to dispense medications to patients.
- | Prepacked bulk medicines, filled bottles with prescribed medications and affixed correct labels.
- | Assisted the pharmacists with checking in and pricing drug orders, third party transactions and relevant paperwork.

Direct Support Staff
New Dawn, Inc. - 101 Baltimore Ave, Fulda, MN 56131

October 2011 to Current

Direct Support Staff
Hiawatha Homes - 1820 Valkyrie Dr Nw, Rochester, MN 55901

May 2008 to Current

Teach, assist and support individuals at home and in the community to learn, practice and master skills. Implement day to day personnel care. Participate in on-going and in-

service training. Transport & facilitate clients on outings.

Photography Lab Technician

Wal-Mart Supercenter - 3400 55th St. NW, Rochester, MN, 55901
March 2008 to December 2008

Developed film on the processor, managed photo orders, filing, and cataloging materials.

Soft Line Processor

Wal-Mart Supercenter - 3400 55th St. NW, Rochester, MN, 55901
February 2007 to March 2008

Managed clothing department, inventory, and merchandise.

Inventory Control Specialist

Wal-Mart Supercenter - 3400 55th St. NW, Rochester, MN 55901
April 2005 to July 2006

Cashier

Wal-Mart Supercenter - 3400 55th St. NW, Rochester, MN, 55901
February 2005 to December 2008

Assisted in customer service center. Operated "high-tech" cash registers.

- | Answered an average of [number] calls per day by addressing customer inquiries, solving problems and providing new product information.
- | Described product to customers and accurately explained details and care of merchandise.
- | Communicated with vendors regarding back order availability, future inventory and special orders.
- | Answered product questions with up-to-date knowledge of sales and store promotions.
- | Asked open-ended questions to assess customer needs.

Personal Care Attendance (PCA)

Internation Home Care - Worthington, MN

EDUCATION

Worthington Senior High School
1211 Clary Street
High School Diploma: Generals

2006

Minnesota West Technical & Community College
Worthington, MN
Pre-Nursing/Medical Assistant

Current

CERTIFICATIONS

- | Licensed/Certified Home Health Aide
- | First Aid Certification
- | Certified Nurses Aide, MN Licensed Pharmacy Tech