

## SAMPLE CNA RESUME-ENTRY LEVEL

### PAT M. BROWN

Chicopee, MA 01013

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#### SUMMARY

Certified Nursing Assistant with ability to calm and comfort patients experiencing physical pain and anxiety. Ability to follow strict health and safety guidelines. Observant, accurate, and compassionate.

#### EDUCATION

- Certificate: Certified Nursing Assistant Training (CNA), Springfield Works, Springfield, MA Nov. 2020

#### CERTIFICATION

- CPR/First Aid/AED Certification, American Red Cross (AMR), Expires Nov. 4, 2022 Nov. 4, 2020

#### QUALIFICATIONS

- Training in monitoring and recording vital signs, changing dressings, and setting up medical equipment
- Knowledge of personal care services (bathing, grooming, assisting with toileting and feeding, positions, lifting, transferring, and range of motion exercises)
- Training in catheter cleaning and protocols to monitor and record fluid intake and output
- Ability to recognize and report health and behavior changes to licensed providers
- Training in workplace safety and infection control procedures
- Experience following government and employer regulations during COVID-19
- Familiarity with basic medical terminology, record keeping, documentation
- Valid Massachusetts driver's, safe driving record
- Microsoft Office Word, Excel, Outlook; Google Suite: Google Docs, Google Sheets, Gmail

#### WORK EXPERIENCE

ABC Pizza, Springfield, MA

January 2019–Present

##### Delivery Driver and Counter Help

- Deliver food promptly and safely to up to 40 locations per shift
- Follow all government and company health and safety regulations, including COVID-19 policies
- Tally orders accurately and collect payments, maintaining responsibility for up to \$750 in receipts per shift for up to 6 shifts per week.

Family Member Care, Springfield, MA

November 2016–January 2019

##### Geriatric Personal Care

- Assisted elderly relative with dementia with all aspects of personal care while maintaining a clean and safe living environment
- Recorded and reported medical observations to health care team, social worker, and Meals-On-Wheels agency staff
- Provided safe transportation and prompt arrival to all medical appointments and recreational events
- Prepared meals and followed dietary restriction guidelines

Cumberland Farms, Springfield, MA

April 2013–November 2016

##### Cashier

- Received payments (cash, check, credit cards, vouchers, debit cards) and performed daily end of shift cash tally with 100% accuracy
- Provided prompt, courteous customer service, problem solved and resolved complaints
- Stocked shelves and maintained clean, organized checkout area according to company standards

#### ADDITIONAL EXPERIENCE

- Over 5 years of experience as a receptionist. Greeted clients, assisted with confidential intake forms, scheduled appointments. Elmhurst Human Services, Elmhurst, MA.

#### ADDITIONAL EDUCATION

- Diploma: Chelsea High School, Chelsea, MA