

ROGER KLEIN

A Certified Nursing Assistant with entry-level experience specializing in patient management, interpersonal communication, empathetic care, and medical record keeping. A proven track record of monitoring patient symptoms, vital signs, and conditions in coordination with registered nurses. Adept at driving process improvement efforts for hospital operations.

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Boston, MA 12345
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(123) 456-7890

PROFESSIONAL EXPERIENCE

CERTIFIED NURSING ASSISTANT PROGRAM

JVS Boston, Boston, MA
October 2021 – December 2021

- Completed six-week training program covering all functions and responsibilities of the nursing assistant position
- Monitored patient blood pressure, provided support for ADLs, and coordinated patient transport to and from ambulances with supervising nurses
- Ensured compliance with health and safety regulations during Covid-19, including room sterilization and testing protocols
- Wrote documentation for nursing teams on patient symptoms and condition

ADMINISTRATIVE ASSISTANT

Dr. Rob Ludwig Medical Practice,
Boston, MA
July 2020 – October 2021

- Provided administrative support to physicians, registered nurses, and nursing assistants in a private medical practice, which included maintaining medical records, scheduling appointments, and transferring patient calls to appropriate team members
- Managed calendars for three physicians, contacted patients regarding scheduling conflicts, and developed positive relationships with clients

EDUCATION

High School Diploma
Amherst High School, Amherst, MA
September 2016 - June 2020

KEY SKILLS

- Vital Signs
- Patient Monitoring
- Team Collaboration
- Medical Terminology
- Health and Safety Protocols

CERTIFICATIONS

- Certified Nursing Assistant (CNA),
JVS Boston, 2021