Raheem Richardson

123 Franklin Pike, Nashville, TN 12345 | (123) 456-7890 | raheem@example.com

Collaborative Personal Care Assistant with 5+ years of experience. Committed to helping people manage and mitigate the effects of disabilities on their daily health and well-being. Work with supervisors to find new ways of honing internal communications and systems. Bilingual: Fluent in English and Spanish.

Education

Associate Degree

Nashville State Community College, Nashville, TN

Languages

Fluency in Spanish | Proficiency in Italian

Key Skills

- Activities of Daily Living (ADLs)
- Allergy & Infection Prevention
- Client Transport
- Cross-Discipline Collaboration
- Daily Meal Preparation
- Patient & Family Relations
- Patient Bathing & Personal Hygiene
- Patient Care & Support
- Process Improvement
- Regulatory Compliance
- Reporting & Documentation
- Task Prioritization

Professional Experience

Personal Care Assistant

WBV Home Health, Nashville, TN | December 2017 to Present

- Coordinate home care efforts with physicians, nurses, and physical and occupational therapists
- Organize and prepare meals incorporating healthy seasonal produce
- Transport clients to and from pharmacy and doctor appointments as needed
- Maintain detailed EMR documentation per company policies and health regulations

Highlight:

 Helped streamline several key procedures at main office, leading to 20% faster weekly reporting and client communications

Prior Experience

 Gained strong foundation in teamwork and customer relations as a Server at Pizza Hut (Nashville, TN).