

## SANDRA ASSISTANT

5555 Lancelot Avenue  
(555) 555-5555

Cleveland, Ohio 55555  
[sandraassistant@sbcglobal.net](mailto:sandraassistant@sbcglobal.net)

---

### CAREER SUMMARY

Aspiring **State Tested Nurse Assistant (STNA)** with experience in infection control, temperature, pulse, and respiration, charting, housekeeping, CPR, patient transfer and bed making. Punctual and reliable caregiver who utilizes exceptional interpersonal skills when adhering to patient's rights and demonstrating compassion for family members. Recognized for treating patients with respect and dignity.

### EDUCATION

Cuyahoga Community College, Cleveland, OH  
**Nurse Assistant Training Certificate - 2009**

Kent State University, Kent, OH  
**Bachelor of Arts, Individual and Family Studies - 1999**

University Hospital Healthcare Systems, Cleveland, OH  
**Pastoral Care Department - 2006-2007**

American Heart Association, Cleveland, OH  
**CPR Certified - 2009**

### CLINICAL ROTATION

**Valley Health Hospital, Respiratory Department, Cleveland, Ohio** **Spring 2010**  
**Student Respiratory Therapist**

Responsible for initiating breathing trials to patients on ventilators, assessing for intubation, then intubated patients that successfully passed their spontaneous breathing trials.

- Determined initial pressure control ventilation settings based on patients ideal body weight and known disorders.
- Monitored and made changes to ventilator as necessary based on patient assessment.

### WORK EXPERIENCE

**Family Leave, Cleveland, OH** **2003-Present**  
**Caregiver**

Coordinate and implement daily living duties such as medical, social services, bill paying, and household management.

- Worked harmoniously with outpatient social worker in providing home care services enabling patients to live safely and comfortably at home.
- Submit weekly reports to Visiting Nurse on physical and psychological changes of patient resulting in increased weight gain and renewed interest in household activities.

- Schedule and attend appointments with primary doctor and related health care officials to assure client remains in optimal physical health.

***Smithsonian Institution Traveling Exhibition Services (SITES), Washington, D.C. 1998-2003***

***Publication and Educational Resources Manager***

Marketed and shipped publications to museums hosting SITES exhibits. Recorded information on publications shipped to museums. Informed museum contacts of exhibit arrival date.

- Communicated with museum store managers about selling SITES products in their stores, creating extra revenue for organization.
- Wrote submission guidelines for images and text to staff for annual reporting insuring that final submissions reached printer in timely manner eliminating possible penalty.
- Marketed \$4K in excess publications to educational institutions, decreasing amount of wasted products.