

Rachel Melvin

CNA

Fayetteville, NC 28314

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I am a Registered Medical Assistant and Certified Nursing Assistant 1 and 2 with experience providing quality patient care. I am a reliable, trustworthy and dependable worker who quickly learns and masters new concepts and skills. I know how to establish a positive rapport with patients.

Willing to relocate: Anywhere

Authorized to work in the US for any employer

Work Experience

CNA - Certified Nursing Assistant

ABOVE ALL HOME CARE - Fayetteville, NC

October 2022 to Present

Assist residents with activities of daily living, Home Health

CNA - Certified Nursing Assistant

Bethesda Health Care Facility - Eastover, NC

March 2022 to Present

Assist resident with activities of daily living

Register Medical Assistant

Carolina Heart and Leg - Fayetteville, NC

April 2018 to July 2018

- Triage patients and take vital signs
- Assist the provider with medical testing and refilling medications for patients
- Documentation and charting
- Drawing blood

Cashier

Sam's Club - Fayetteville, NC

May 2015 to February 2016

- Cashiering and cash handling
- Provided customer service

Sales and Customer Service

Majestic's - Fayetteville, NC

February 2013 to June 2013

- Recommended and helped customers select merchandise
- Maintained the neatness of the store
- Organized, and kept the store stocked with merchandise

Education

College Degree

Southeastern Community College - Whiteville, NC
September 2022 to Present

Medical Assistant Training Program

Fayetteville Technical Community College - Fayetteville, NC
March 2018

Nursing

Fayetteville Technical Community College - Fayetteville, NC
August 2016

Phlebotomy Technician Training Program
October 2014

High school diploma

Reid Ross Classical High School - Fayetteville, NC

Skills

- EXCEL (Less than 1 year)
- MICROSOFT OFFICE (Less than 1 year)
- MS OFFICE (Less than 1 year)
- ORGANIZATIONAL SKILLS (Less than 1 year)
- PHLEBOTOMIST (Less than 1 year)
- Phlebotomy
- CMA
- Venipuncture
- Vital Signs
- EMR Systems

Certifications and Licenses

Registered Medical Assistant (RMA)

May 2018 to May 2021

AMT

Certified Medical Assistant

March 2018 to March 2020

MEDCA

CPR/AED

September 2021 to September 2023

First Aid Certification

State Tested Nursing Assistant

BLS Certification

CNA 2

December 2019 to October 2022

Additional Information

SKILLS HIGHLIGHT

- Microsoft Office, Excel and PowerPoint Proficiency
- Strong organizational skills
- Phlebotomy
- Grooming and bathing assistance
- Physically fit and able to lift patients
- Adaptive team player
- Active listening skills
- Quick problem-solver
- Service-focused
- Neat, clean and professional appearance
- Comfortable standing for long time periods