

CHARYN SMALLWOOD

74 CAPE DOREY DR., Hampton, VA 23666

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Employment History

Personal assistant

10/2019 Silver Care, Norfolk, VA

- CNA duties include pushing, lifting, transferring, patient for grooming, bathing, loading for appointments. also, dressing, cleaning areas of client, meal preparation. Clients vary in weight from 150 lbs

Warehouse Assistant

The Home D.M.E (durable medical compay), Hampton, VA

- 08/2016 Daily duties consisted of receiving truck deliveries from UPS/ FED EX/ Southeastern/ and PITT OHIO, breakdown of new inventory, restock, trash and box removal to designated dumping areas, inputting invoice info into company file share system, answering calls/ taking messages. Offering outstanding customer care to new and current clients,
- handling request for deliveries, pickups, and service calls. Participating in the upkeep and safety of the warehouse by OSHA standards, monitoring and logging equipment upon return for refurbishment, utilizing company policy for proper tagging and bagging of equipment to prevent any cross contamination, Proper labeling and placement of oxygen supplies.

Office Assistance

01/2013 Home DME, Hampton, VA

- medical office assistant present duties include filling phones ordering medical equipment
- 02/2017 daily office procedures and policy

DRIVER DIPATCHER

PACE RIVERSIDE, Hampton, VA

- 05/2013 Transporter dispatcher 2013 duties included daily commuting of clients ambulatory non ambulatory operating bus lift gate Rx delivers vehicle inspection and checklist map quest
- and manifest
- 10/2015 dispatcher duties included am shift opener answering call in transportation medical appointments participant pci up droop off and daily transportation problem solving

CNA

Gentle care, Hampton, VA

- gentle care certification /80 course hour 2007 care for Dr Meanwinal
- 04/2009 Check and record vital signs; measure height and weight; measure intake and output; collect specimens; test urine; observe patient response to care; report and record observations of patient's conditions.
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- 04/2012 Check and pass food trays; feed patients; provide fresh drinking water and nourishments; assist with bed pans, urinals and commodes;
- Make beds; clean and care for equipment; carry out isolation precautions; practice medical asepsis and infection control

Education History

medical and billing and decoding

2 Years of College or a Technical or Vocational School
new horizons technical, Charlotte, NC

Occupational Licenses, Certificates and Training

05/2016 **C.N.A**
TIDEWATER MEDICAL TRAINING

Detailed References

Margie Davis , Instructor

Hampton City Schools

Alison Sutton Drive

Hampton, VA 23669

7572546240