

# JANE DOE

✉ jane.doe@example.com

☎ 555-555-5555

📍 Baltimore, MD

🌐 example.com

👤 linkedin.com/in/janedoe

📁 example.com/portfolio

## SUMMARY

Dedicated and compassionate Certified Nursing Assistant (CNA) with 2+ years of experience in critical care and medical-surgical settings. Proven track record of delivering high-quality patient care, promoting positive outcomes, and contributing to quality improvement initiatives. Possesses strong communication and teamwork skills, with the ability to work effectively in fast-paced and dynamic environments.

## SKILLS

- Electronic Medical Records (EMRs)
- Vital Sign Monitoring
- Wound Care
- Patient Education
- Time Management
- Communication

## LANGUAGES

English • Native

Spanish • Intermediate

## CERTIFICATES

### Certified Nursing Assistant (CNA)

Baltimore City Community College

Jun 2018

Completed a comprehensive training program in nursing assistant skills, including patient care, vital sign monitoring, and medication administration.

## AWARDS

### Employee of the Month

Johns Hopkins Hospital

Mar 2020

Recognized for outstanding performance and dedication to delivering high-quality patient care.

## STRENGTHS

Patient-Centered Care

## EXPERIENCE

### Certified Nursing Assistant (CNA) - Critical Care

Johns Hopkins Hospital • Baltimore, MD • Jan 2020 - Present

Provided high-quality patient care in a fast-paced critical care unit, ensuring timely and effective treatment, and maintaining a high level of patient satisfaction (95%+).

- Monitored and recorded patient vital signs, including blood pressure, heart rate, and oxygen saturation, utilizing strong analytical skills to identify trends and potential issues.
- Assisted with daily living activities, such as bathing, dressing, and feeding, promoting patient dignity and comfort.
- Administered medications and performed treatments as directed by nursing staff, adhering to strict medication protocols and ensuring accurate documentation.
- Collaborated with interdisciplinary teams to develop and implement individualized patient care plans, resulting in a 25% reduction in patient falls and a 30% decrease in medication errors.
- Utilized strong communication skills to effectively interact with patients, families, and healthcare teams, providing emotional support and addressing concerns in a timely and professional manner.

### CNA - Medical-Surgical Unit

University of Maryland Medical Center • Baltimore, MD

Jun 2018 - Dec 2019

Delivered compassionate and competent care to a diverse patient population, demonstrating a strong commitment to patient-centered care and teamwork.

- Conducted thorough patient assessments, identifying and reporting any changes in condition to the nursing staff, and participating in the development of care plans to promote optimal patient outcomes.
- Assisted with wound care, including dressing changes and wound measurements, utilizing evidence-based practices to promote wound healing and prevent complications.
- Provided education to patients and families on disease management, treatment options, and self-care strategies, empowering them to take an active role in their healthcare.
- Maintained accurate and detailed records of patient care, including vital signs, medications, and treatments, ensuring compliance with regulatory requirements and hospital policies.
- Participated in quality improvement initiatives, contributing to a 20% reduction in hospital-acquired pressure injuries and a 15% decrease in patient complaints.

## EDUCATION

Certificate

Demonstrated a strong commitment to delivering compassionate and individualized care, prioritizing patient needs and promoting a positive healthcare experience.

### **Collaboration and Teamwork**

Effectively communicated and worked with interdisciplinary teams to achieve common goals, fostering a culture of respect, empathy, and open communication.

### **REFERENCES**

**Jane Doe, RN**

Nurse Manager

Supervisor

jane.doe@johnshopkins.edu

### **HOBBIES**

Volunteering at local hospitals and healthcare organizations

Baltimore City Community College • Baltimore, MD • Jun 2018  
Nursing Assistant • 3.5/4.0

### **PROJECTS**

#### **Fall Prevention Initiative**

Team Member • Mar 2020 - Jun 2020

Collaborated with the interdisciplinary team to develop and implement a fall prevention program, resulting in a 40% reduction in patient falls and a 25% decrease in related injuries.

Electronic Medical Records (EMRs) • Fall Prevention Software