Kevin Tran

PERSONAL CARE ASSISTANT (PCA)

kevin.tran@email.com | (612) 555-0184 | Minneapolis, MN
linkedin.com/in/kevintran

SUMMARY

Personal Care Assistant with 1 year of experience supporting 2 adults with spinal cord injuries and cerebral palsy at home and in the community. Uses safe caregiving techniques for Hoyer lift transfers, range of motion exercises and personal care, and follows safety protocols and the care plan on every shift. Works alone or as part of a team.

EXPERIENCE

Personal Care Assistant (PCA)

10/2025 - Present

North Star PCA Services — Minneapolis, MN

Minnesota PCA agency with 150 clients on Medical Assistance and waiver programs.

- Support **2** clients for 32 hours a week with bathing, toileting, dressing and catheter care routines.
- Operate a Hoyer lift and transfer board for 6 transfers a shift with no falls or skin tears in 12 months.
- Lead daily range of motion exercises from the physical therapist's plan, and 1 client regained full shoulder reach.
- Document time and tasks in the agency portal with attention to detail, with no rejected timesheets this year.

Student Worker, Recreation Services

09/2023 - 09/2025

University of Minnesota — Minneapolis, MN

Part-time role at the campus recreation and wellness center.

- Checked in 400+ members per shift and answered questions about adaptive equipment and classes.
- Set up accessible equipment for 10 adaptive fitness sessions a month alongside a team of 4.
- Responded to 5 minor injuries with first aid and completed incident reports before shift end.
- Inspected weight room equipment daily and logged faults, reducing out-of-order machines from 7 to 2.

SKILLS

Caregiving Techniques | Safety Protocols | Personal Care | Hoyer Lift | Range of Motion Exercises | Catheter Care | Care Plan | First Aid | Attention to Detail | Empathy

EDUCATION

Bachelor of Science

05/2027

University of Minnesota — Minneapolis, MN

Kinesiology (in progress)

CERTIFICATES

PCA Individualized Training

10/2025

Minnesota Department of Human Services

Adult First Aid/CPR/AED

08/2025

American Red Cross