

Nicholas Jefferson

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Objective: To work in an entry level position in a dynamic healthcare setting that will utilize my comprehensive healthcare training, excellent communication skills and enthusiasm in learning new skills and adapting to new environments.

Profile:

- Demonstrated strong academic aptitude and self motivated drive to learn.
- Readily develops rapport with colleagues, patients, instructors and healthcare professionals.
- Relates well to people from a variety of cultures and socio-economic conditions.
- Strong analytical and problem solving skills.
- Demonstrated clinical aptitude and ability to learn new skills in a clinical environment.
- Willingness to go beyond what is required.

Employment History

Entry Level Healthcare

ABC Company

June 2010-currently employed.

- Responsible for all local desktop support
- In charge of keeping an up to date inventory of all laptop, desktops, projectors, and monitors
- Providing technical support for end users nationwide via telephone

Entry Level Healthcare

XYZ Corporation

May 2010-currently employed.

- Provide patients with help moving in and out of beds, baths, wheelchairs or automobiles, and with dressing and grooming.
- Accompany clients to doctors' offices and on other trips outside the home, providing transportation, assistance and companionship.
- Change bed linens, wash and iron patients' laundry, and clean patients' quarters.
- Entertain, converse with, and read aloud to patients to keep them mentally healthy and alert.
- Perform a variety of duties as requested by client, such as obtaining household supplies and running errands.
- Plan, purchase, prepare, and serve meals to patients and other family members, according to prescribed diets.
- Provide patients and families with emotional support and instruction in areas such as preparing healthy meals, independent living.
- Done various other duties as assigned and as needed

Entry Level Healthcare

DEF, Incorporated

April 2010-currently employed.

- Schedule inside and outside appointments.
- Answer and transfer incoming calls.
- Verify and establish new and old patient information.
- Obtains vital signs and assist in the examination of patients.
- Update patient history and medical sheets in charts
- Ensure all patient information is filled out prior to the physician seeing the patient
- Maintain and organize exam rooms, nursing station, and sample closet to ensure adequate supplies are available
- Discard outdated samples on a monthly basis
- Maintain medical supplies and injectable drugs
- Handle all drug representatives and sampling, unless they have a meeting with the doctor

Education:

Vocational Nursing Program

New York University

New York, NY

Graduated with Honors 2009

Bachelor Of Science, Marketing Management

University of California

San Diego, CA

Graduated 2001