

# KIM SMITH

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*Geriatric Nursing Assistant* ~ *Certified Nursing Assistant* ~ *Support Associate*

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## PROFILE

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Reliable, self-motivated GNA/CNA with demonstrated success and practical experience in nursing. Proven ability to build positive relationships and remain calm in the midst of crisis. Seeking a position that will allow me to utilize my experience to benefit my employer and help others.

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## SKILLS & QUALIFICATIONS

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| ➤ Certified CNA/GNA                            | ➤ Able to juggle multiple fast changing priorities |
| ➤ CPR Certified                                | ➤ Effective communication skills                   |
| ➤ Knowledge of current nursing practices       | ➤ Able to adjust to diverse environment            |
| ➤ Long-term patient care experience            | ➤ Excellent customer service skills                |
| ➤ Daily living assistance & post-mortem duties | ➤ Problem solver with keen attention to detail     |
| ➤ Nursing home and home health experience      | ➤ Flexible, quick learner & dependable team player |
| ➤ Flow chart records & Recording vital signs   | ➤ Able to handle a diverse range of tasks          |
| ➤ Patient observation/reporting                | ➤ Discreet and trustworthy                         |

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## PROFESSIONAL EXPERIENCE

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### **Environmental Services/Housekeeping**

Main Street Group/St. Angels Hospital, Baltimore, MD

1/2015-3/2016

- Maintain a professional appearance in the hospital while being mindful of patient confidentiality
- Clean rooms by preparing beds for patients, changing linen regularly, and vacuuming floors
- Ensure compliance with all safety regulations while keeping a clean environment
- Maintain cleaning equipment and monitor cleaning carts, replenishing items as needed
- Provide courteous responses to guests and comply with hospital rules and regulations
- Ensure cleanliness of the patient care area as well as other public areas of the hospital
- Properly dispose of all trash and medical waste and disinfect regularly

### **CNA/GNA**

Douglas Multi-Care Center, Baltimore, MD

4/2012-8/2013

- Responsible for residents day-to-day care including lifting, rotating, grooming, and dressing patients
- Provided care in accordance with resident care policies and procedures
- Thoroughly washed patients on a daily basis and hand fed patients who could not feed themselves
- Measured and recorded patient's fluid intake and output and provided medication reminders
- Assisted with toilet and bathroom needs and changing patients with incontinence
- Made beds, changed bed linen as scheduled or needed, and otherwise ensured that rooms were tidy
- Participated in the discharge process, including preparing deceased patients for receipt by loved ones
- Recorded vital signs, height, weight, blood pressure, temperature, pulse, and respiration
- Fostered a cheerful, positive outlook and provided compassionate response to patients' needs

**CNA/GNA**

Johns Hopkins University, Baltimore, MD

5/2006-2/2011

- Thoroughly washed patients on a daily basis and hand fed patients who could not feed themselves
- Participated in the discharge process, including preparing deceased patients for receipt by loved ones
- Provided routine care to the patients, obtained specimens and measured and recorded vital signs
- Assisted patients with bathing, showering, getting dressed and other personal hygiene matters
- Assisted in moving/lifting patients with limited mobility to their bed, bath, chair, or wheelchair
- Provided companionship by reading, conversing and providing mental stimulation to patients
- Administered medications or treatments, as directed by the physician or nurse
- Cleaned and sanitized patient rooms, bathrooms, examination rooms, or other patient areas
- Documented or otherwise report observations of patient behavior, or physical symptoms to nurses
- Applied clean dressings, slings, stockings, or support bandages, under direction of nurse or physician

**Custodian**

University of Maryland, Baltimore, MD

11/2003-4/2005

- Responsible for keeping assigned areas thoroughly cleaned and maintained
- Cleaned bathrooms, emptied trash, and performed any other cleanup necessary in assigned area
- Cleaned and maintained office areas, meeting rooms and rest rooms; and prepared rooms for events
- Washed windows, walls and floors; and emptied and cleaned waste receptacles and trash buckets
- Ensured all cleaning equipment and tools were cleaned and properly used
- Maintained a clean uniform and kept a positive working relationship with guests and staff

**Support Associate**

Loyola University, Baltimore, MD

1/1998-11/2003

- Prepared rooms for newly admitted patients and escorted visitors to their respective areas
- Transported blood and urine specimens to the lab & maintained patient records of treatment
- Provided companionship by transporting, conversing and providing mental stimulation to patients
- Managed front desk duties including answering phones, greeting visitors and preparing charts
- Assisted nurses in caring for patients and performing routine care activities
- Handled mail, mailed patient appointment letters, filed documents, and made copies
- Prepared check ins/check-outs, follow-up appointments, labs and other routine exams
- Scheduled appointments, obtained reports and made telephone contacts as needed
- Maintained medical records, retrieved pertinent patient data for clinicians

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**EDUCATION & TRAINING**

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**CPR Certified**, American Heart Association, 2015

**Certificate, EKG Essentials**, Baltimore County Community College, Baltimore, MD, 2008

**High School Diploma**, Penn Foster High School, Scranton, PA

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**REFERENCES**

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*References Immediately Available Upon Request*