**William Sanders**

Indianapolis, Indiana 46234 (716) 251-1123 bill.sanders45@yahoo.com

**Professional summary**

Quality- and results-driven employee who thrives working in a fast-paced environment handling multiple responsibilities. Proven ability to quickly learn technical information, paying close attention to detail, and communicating information with team members in a timely manner. Strong problem-solving skills with ability to deliver solutions to challenges and ensure customer satisfaction.

**Key Skills**

* **CERT Certified**
* **First Aid/CPR**
* **Medical Terminology**
* **Patient History/Charting**
* **Client assessment and analysis**
* **Extremely organized**
* **Self-motivated**
* **Inventory Tracking**

**Work Experience**

***Venture Forthe – Niagara Falls, NY*** 06/2012 – 06/2019

**Personal Care Aide**

Administered bedside and personal care with clients assisting them with ADLs and providing a higher quality of living. Maintained detailed records of client progress and services performed. Consulted with client's family members to address their concerns regarding the client's health, nutrition, and overall well-being. Act quickly and responsibly in cases of emergency.

***Gel Home Care – West Palm Beach, FL***  09/2009 - 04/2012

**Certified Nursing Assistant**

Provided great patient care. Answered patient calls and determining how best to help them. Provided physical support for patients or residents with daily activities and personal hygiene, including bathing, dressing, getting out of bed, - using the toilet, walking, standing or exercising. Turned and repositioned bedridden patients. Ensured patients or residents receive appropriate diet by reviewing their dietary restrictions, food allergies, and preferences. Obtained a wide range of information from physicians, caregivers and nurses about patient condition, treatment plans, and suggested activities.

***Morrison’s Catering – Palm Beach Gardens, FL*** 07/2007 - 02/2010

**Cook**

Set up workstations with all needed ingredients and cooking equipment. Prepared ingredients to use in cooking (chopping and peeling vegetables, cutting meat etc.). Cooked food in various utensils or grillers. Checked food while cooking to stir or turn. Ensured great presentation by dressing dishes before they were served. Kept a sanitized and orderly environment in the kitchen. Ensured all food and other items were stored properly. Checked quality of ingredients. Monitored stock and placed orders when there were shortages.

**Military Service**

**United States Army**

\*References supplied upon request