





# VINCENT TARINO

*CERTIFIED NURSING ASSISTANT (CNA)*

## CONTACT

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(123) 456-7890   
Houston, TX   
[LinkedIn](#) 

## EDUCATION

Certificate of  
Achievement  
Nursing Assistance  
Houston Community  
College  
2021  
Houston, TX

High School Diploma  
Cypress Falls High  
School  
2013 - 2017  
Houston, TX

## SKILLS

Vital Signs (reading and  
measuring)  
Microsoft Office (Word,  
PowerPoint, Excel)  
Spanish (fluent)

## CAREER OBJECTIVE

Certified Nursing Assistant excited to progress in my career at a residential facility like Fanter Homes. A detail-oriented mindset and warm personality have enabled me to streamline patient care and put patients at ease.

## WORK EXPERIENCE

### Medical Office Assistant

Houston Family Practice

2018 - current / Houston, TX

- Managed the front-desk operations 5 days per week
- Coordinated with 8 insurance companies to provide estimates to patients before their visits
- Systematized 100% of inventory for front-office supplies like pens, envelopes, and some medical supplies
- Guided patients into 8 different visitation rooms, ensuring they felt at ease and understood office procedures
- Organized and scheduled 50+ weekly patient visits, sending follow-up reminders, and welcoming patients
- Processed and filed **500+ monthly patient insurance claims** for reimbursement
- Operated 8-line phone system, answering calls and communicating with patients and vendors

### Warehouse Specialist

Amazon

2017 - 2018 / Houston, TX

- Worked inside warehouse, selecting, packing, and shipping 300+ weekly customer orders
- Processed 50+ daily return labels by hand-held computer, and evaluated spare parts, and replacements
- Earned a warehouse top achiever award for the first quarter, 2018
- Collaborated with a 9-person shipping team, ensuring **deliveries were shipped 100% on time**