





VINCENT TARINO

Certified Nursing Assistant (CNA)

CONTACT

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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)

CERTIFICATIONS

Certified Nursing Assistant (CNA),
2019
First Aid and CPR (ARC), 2019

ACTIVITIES

Leader and Organizer, East
Houston Running Club
Volunteer, Houston Food Bank
Finisher, Houston Marathon 2018

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
- Evaluated 20+ weekly damaged products, assessing which action to take and providing written directives for supervisor approval