

Bryan Glover

Certified Nursing Assistant (CNA)

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.

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(123) 456-7890

Houston, TX

 [LinkedIn](#)

Work Experience

Houston Family Practice

Medical Office Assistant

2018 - current | Houston, TX

- Ran the front-desk operations and was responsible for scheduling/organizing patient visits, sending follow-up reminders, and welcoming patients.
- Coordinated with insurance companies to provide estimates to patients before their visits and to file claims for reimbursement
- Managed inventory for front-office supplies like pens, envelopes, and some medical supplies.
- Shepherded patients into visitation rooms, ensuring they felt at ease and understood office procedures.

Amazon

Warehouse Specialist

2017 - 2018 | Houston, TX

- Worked inside an Amazon warehouse selecting, packing, and shipping customer orders.
- Processed return labels, spare parts, and replacements.
- Named a warehouse top achiever for Q1 2018.

Skills

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

Education

Houston Community College

Certificate of Achievement, Nursing Assistance

2021 | Houston, TX

Cypress Falls High School

High School Diploma

2013 - 2017 | Houston, TX

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