

ALICE JOHNSON

Personal Care Assistant

✉ ajohnson@email.com

☎ (123) 456-7890

📍 Hartford, CT

🌐 [LinkedIn](#)

WORK EXPERIENCE

Personal Care Assistant

Interim HealthCare

📅 2020 - current 📍 Hartford, CT

- Provided essential personal care services to clients, ensuring they maintained high hygiene standards
- Coordinated and managed client appointments using Google Calendar, reducing scheduling conflicts by 54%
- Used Epic Systems for patient data management, which enhanced data analysis and storage processes by 67%
- Ensured medication adherence and safety using the Medisafe app and **reduced medication errors by 26%**

Home Health Aide

Comfort Keepers

📅 2017 - 2020 📍 Stamford, CT

- Conducted remote monitoring of clients via Zoom and Fitbit **enhancing caregiver support by 48%**
- Cooperated with healthcare professionals to provide comprehensive care to clients, promoting patients' independence by 43%
- Utilized Epic Systems for accurate patient data reporting, ensuring accurate follow ups and medical recommendations
- Supported clients in maintaining a healthy and active lifestyle, enhancing patients autonomy by 61%

Food Server

Interlaken Inn

📅 2015 - 2017 📍 Lakeville, CT

- Provided exceptional customer service, which boosted eatery's positive rating by 48%
- Demonstrated strong interpersonal and communication skills with clients, enhancing service delivery by 64%
- Assisted in maintaining an organized dining area, improving customer's dining experience
- Collaborated with the kitchen staff to ensure order accuracy, **reducing errors and complaints by 43%**

EDUCATION

High School Diploma

The Hotchkiss School

📅 2012 - 2016

📍 Lakeville, CT

SKILLS

- Google Calendar
- Epic Systems
- Medisafe
- Zoom
- Fitbit
- Wheelchairs

CERTIFICATIONS

- Home Health Aide (HHA) Certification