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# PERSONAL CARE ASSISTANT RESUME

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## Objective:

Seeking a position as Personal Care Assistant where extensive experience and superior organization skills will be fully utilized.

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## Summary of Skills:

- Remarkable experience in assisting and providing direction to residents with personal care
  - Profound knowledge of maintaining good personal-hygiene
  - Wide knowledge of legal, safety, health, fire, and sanitation codes.
  - Dependable, trustworthy, flexible
  - Outstanding customer service skills
  - Ability to follow oral and written instructions
  - Ability to keep simple records
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## Work Experience:

Personal Care Assistant  
Fremont-Rideout Health Group, Tallahassee, FL  
August 2005 to till date

- Ensured to answer all emergency calls and responded appropriately.
- Performed dining room and housekeeping duties.
- Maintained a positive and professional environment.
- Ensured that customers and families receive the highest quality of service.

Personal Care Assistant  
HOME INSTEAD SENIOR CARE, Tallahassee, FL  
May 2000 to July 2005

- Administered to be a part of the Right at Home team
  - Dedicated every day to the care and life enrichment of the senior population.
  - Worked well with customers; showed understanding and patience.
  - Received and reported of on-coming and off-going shifts by oral and written log.
  - Informed supervisor of changes in customers' conditions and needs.
  - Documented observations thoroughly and communicated any changes to other staff.
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## Education:

Associate Degree in Commerce  
University of Florida, Gainesville, FL

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