

Katelyn Pinet
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Objective

To bring my skills, abilities, training, and knowledge into the healthcare field by providing the best possible care to patients/residents.

Professional Profile/Skills and Abilities

- Experience with the correct handling of confidential information, including HIPAA.
- Exceptional written and oral communication skills as well as attention to detail.
- Organized, punctual, adaptive, fast learner, reliable, and professional.
- Ability to perform nursing assistant tasks, including infection control, proper care and safety of patients/residents, taking vital signs, patient/resident advocacy and support, and knowledge of medical practices and terminology.
- Comfortable being flexible in a fast paced ever changing environment, multitasking, and meeting deadlines as well as problem solving in a fast-paced and often high pressure environment.

Experience:

- Bedford Nursing and Rehabilitation (clinical training 2021)
 - Provided care and assistance with activities of daily living including feeding, transferring both dependent residents and those using assistive devices, grooming, and anything extra the resident needed.
 - Preserved patient dignity and minimized discomfort while carrying out duties such as bedpan changes, diapering, toileting, dressing, emptying urinals, and bathing.
 - Experience working with residents with dementia, speech difficulties (including completely nonverbal residents), and a variety of physical and neurological limitations.
 - Commended for my empathy, dedication, stamina, professionalism, ability to handle any assignment, eagerness to help other LNAs and nurses, and positive attitude in working with residents and staff.
- Administrative Assistant: Rivier University (2014-2020)
 - Answering phones and greeting visitors. Routed calls and visitors to the appropriate area or staff member.
 - Calendar management and appointment setting.
 - Maintain accurate and up to date records of materials and records.
 - Served as a liaison between professors/directors and students, other departments, and non-university professionals.
- Sale Rep and Software Licensing Analyst/Office Administrator: Black Ice Software, Nashua NH. (2012-present)
 - Answering and making calls to customers, prospective customers, vendors, business partners, and other various business connections.
 - Heavy data entry and record keeping.
 - Processed purchase orders, reviewed and managed contracts, handled support renewals, and provided pre-sales support for first time and returning customers.
 - Conducted special projects and research for business growth and development.

Education/Training

- College Courses in Psychology Major, Rivier University
- LNA certification training, LNA Health Careers

References

Darlene Lawrence
Instructor at LNA Health Careers
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