

LaBorah M. Crawford

*730 NW 187th Drive
Miami, FL. 33169
786-975-9697
Lalacrawford30@gmail.com*

Qualifications Summary:

Seeking to secure a position with a well established organization where my knowledge will be updated and my skills utilized. Exceptionally organized and disciplined; possess well-developed interpersonal skills and the ability to motivate and direct others in a supportive, cooperative team environment. Comply with all administrative and facility policies and regulations. Trustworthy, ethical and discreet, committed to superior customer service. Confident and poised in interactions with individuals at all levels. Detail-oriented and resourceful in completing tasks; able to multi-task effectively.

Capabilities include:

- Customer Service and Relations
- Word Processing and Typing
- Computer Operations
- Filing and Data Entry
- Office Equipment Operations
- Telephone Reception
- Conflict Resolution and Problem Solving

Education and Credentials:

Licensed Practical Nurse, 2005-present

Graduate from an exceptional practical nursing program. Completed training and internship at Jackson Memorial Hospital in Miami, FL. And successfully passed State Boards exam the 1st time. Licensed in the state of Florida, Georgia, and New York.

Professional Experience:

- **Professional Nursing, Inc.** —Atlanta, Ga.—Jan.07-Mar.08
Licensed Practical Nurse (LPN)
Served as a key member in a Nursing Home Facility. Demonstrated proficiency in taking patients medical histories and vitals signs, as well as in performing blood draws, injections and various diagnostic procedures and ancillary tests (EKG's, urinalysis). Performed nursing procedures and patient care tasks. Provided patients with exceptional patient care, implementing care plans, administered medications, and maintaining a safe and stable environment. Assisted patients with daily living tasks such as meals and proper hygiene.
- **Sky Angel Nursing---**Atlanta, Ga.—Feb.06-Dec. 06
Licensed Practical Nurse
Pediatric Home Health Care Agency: Provided in home care for recently released premature babies, administered medications, and feedings. Provided comprehensive care plans, basis care, and daily physical therapy to improve muscle strength and trained parents on proper care. Ensured the cleanliness, sanitation and maintenance of all the equipment.

- **Oceanside Extended Care Facility—Miami, FL.—Apr.05-Dec.05**

Licensed Practical Nurse

Nursing Home and Rehabilitative Facility: Assisted 5 MD's, as well as PA and RN team in ensuring optimal patient care and smooth daily functioning of the facility. Helped implement the facilities quality assurance. Assisted patients in maintaining proper hygiene, sobriety, and continue quality living. Reacted calmly and effectively in emergency situations and added the personal caring touch that immediately put the patient's at ease.

Prior Experience includes Customer Service and Support, Retail Sales and Inventory Management for Lord & Taylor's of Miami, FL., Carnival Cruise Lines of Miami, FL., DirecTV of Miami, FL., Dillard's of Atlanta, GA., New York & Co. of Atlanta, GA., Office Depot of Atlanta, GA.