

# Kashundara Reinhardt

Powder Springs, GA  
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Willing to relocate: Anywhere  
Authorized to work in the US for any employer

## Work Experience

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### **Front Desk Agent**

Marriott Ocean Pointe  
January 2022 to Present  
Check-in and out guest

- Resolve guest issues
- Greeting guest
- Data Entry
- PMS Fosse
- Answering multi phone lines
- Problem Solving
- Guest Relations

### **Chiropractic Assistant/Receptionist**

Lake Worth Physical Medicine - Lake Worth, FL  
October 2013 to December 2021

- Office Assistant
- Doctors' Assistant
- Records Custodian
- Patient Care
- Answering Phone
- Scheduling Appointments
- Speaking w/ Attorney(s)
- Nursing Care
- Data Entry
- Referrals
- Faxing
- Etc...

### **CNA - Certified Nursing Assistant**

MD Home Health/MD Home Assist - West Palm Beach, FL  
June 2006 to August 2013

- Assisting patient w/ADL's. Per Doctor's Orders
- Making Sure Home Safe for Patient

- Light Cleaning
- Prepared Meals
- Providing Best Care Possible for Client
- Understanding Patient Needs
- Bathing & Maintaining Patient's and their needs
- Monitored vital signs

## Education

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### **High School in Pre-Med**

Palm Beach Lakes High School - Palm Beach, FL

August 1988 to June 1992

### **High school diploma or GED**

## Skills

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- Medical Scheduling
- Medical Records
- Microsoft Excel
- Microsoft Office
- Administrative Experience
- Customer Service
- Vital Signs
- Cleaning
- Caregiving
- Patient Care
- Meal Preparation
- Residential Cleaning
- ADLs
- Home Care
- Willingness to learn
- Utmost patience
- Technical support
- Hotel experience
- Driving
- Manual transmission
- Laundry
- EMR Systems
- Clerical Experience
- Experience Administering Injections
- Caregiving for children(infants to 18y),adults and elderly.. (10+ years)

- Companion, Acute, critical, dementia, Alzheimer, hospice, etc.....
- Hospitality
- Guest services
- Customer service
- Documentation review
- Intake
- Typing
- Hospital Experience
- Medication Administration
- Senior Care
- Front Desk
- Organizational Skills
- Medical Terminology
- Microsoft Word
- Behavioral health
- Upselling
- Alzheimer's Care
- Phlebotomy
- Office Management
- Quality Assurance
- Medical Office Experience
- Data entry (7 years)

## Certifications and Licenses

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### **CNA/HHA**

July 1996 to December 2023

A CNA or certified nursing assistant is an important position in any hospital setting. CNAs have many responsibilities that make them an integral part of the patient process in healthcare. While being a CNA is often considered an entry-level position, it is a great stepping stone to other healthcare professions.

### **CPR Certification**

### **Certified Medical Assistant**