

Parker G. Neelam

Licensed Practical Nurse (L.P.N.)

100 Main Street | South Bend, Indiana 46601 | 574-555-1234 | ParkerGNeelam@gmail.com
Linkedin.com/in/parkergneelam

HIGHLIGHTS

- Licensed Practical Nurse (L.P.N.), State of Indiana Department of Health, issued July 2020
- Certified in Cardiopulmonary Resuscitation (C.P.R.) and Basic Life Support (B.L.S.) from the American Heart Association
- 4 months volunteering in a long-term senior care environment
- 5 years as an administrative assistant, providing a wide range of support to supervisors, organizing events and coordinating communication between multiple departments

PROFESSIONAL EXPERIENCE

Volunteer Senior Aide 2020-Current

Wide Horizons Care & Rehabilitation, Indianapolis, Indiana

- Visit 4 senior adults weekly at a long-term care facility for 58 elderly, chronically ill, disabled and/or convalescent patients
- Provide companionship and assist with tasks, such as writing letters and engaging in facility activities
- Document patients' general demeanor, physical abilities and health concerns, then submit report to the supervising R.N.

Retail Sales Associate 2018-Current

Great Lion Groceries, Indianapolis, Indiana

- Provide sales support as a part-time cashier and stocking clerk at a large, family-owned supermarket
- Complete sales and refunds for customers and assist with troubleshooting
- Greet customers, answer questions and alert them to sales and specials
- Clean and sanitize cashier areas, shopping carts and other commonly-touched surfaces
- Maintain full supply of stock on shelves and replenish food service supply station, such as straws, napkins and cup lids

Administrative Assistant 2013-2018

Miller Media Group, South Bend, Indiana

- Provided administrative support to the Director of Programming at a fast-paced cable network specializing in sporting events and sports news
- Coordinated travel and scheduled in-person and live video meetings
- Acted as liaison between the Director of Programming and other departments

- Logged calls and emails from the public related to programming content and generated reports detailing overall trends in public opinion on current shows
- Accompanied the Director of Programming to live sporting and publicity events
- Maintained records of office and travel expenses for reimbursement
- Ordered supplies and equipment

EDUCATION

Associate of Science, Nursing, June 2020
Ivy Tech Community College, Indianapolis, Indiana

LICENSES AND CERTIFICATIONS

Licensed Practical Nurse (L.P.N.), State of Indiana Department of Health
Issued July 2020, expires July 2021

Cardiopulmonary Resuscitation (C.P.R.) Certification from the American Heart Association

Basic Life Support (B.L.S.) Certification from the American Heart Association

COMPUTER SKILLS

Microsoft Excel, Microsoft Word