

# Anna Fernandez

Fayetteville, WV 25840

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## Professional Summary

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Certificate in Business Information and Computer Technology

Fayette Plateau Votech 1997-1999

Willing to relocate: Anywhere

## Work Experience

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### **Home Health Care Aide**

Palco, Inc-Charleston, WV

February 2024 to Present

Home health management of the aged and disabled programs. Taking clients to Drs appointments, outings, community functions and family events.

Arranging and paying bills grocery orders and person items.

Making sure client is healthy and happy and living the life they deserve.

### **Home Health Aide**

Public partnerships, LLC (IN self-directed care)-Oak Hill, WV

January 2011 to Present

Helping clients live their best life in the aged and disabled waiver program.

Managing bills, home and making sure client is cared for in health and mentality.

### **Overnight Stocker for Pharmacy**

Wal-Mart-Oak Hill, WV

January 2003 to December 2005

Stocking shelves in pharmacy. Making sure prices and discontinued items were correctly managed.

Helping customers retrieve their specific items needed.

Making sure stock was always available and ready to receive and handed out.

### **Little General Cashier**

Fayetteville, WV

January 2003 to December 2003

Cashiering of money, bills and deposits.

Clearing store of discontinued items. Keeping store clean and well stocked. Meeting customers suggestions.

### **Money Collections Agent for Cross Country Bank**

ACS-Beckley, WV

January 2001 to December 2003

Collection of delinquent accounts on said credit cards and past due balances. Managing their monthly payments and future payment arrangements.

### **Office Assistant**

WV Unemployment and Comp-Charleston, WV  
January 2000 to December 2001

Warranting out court appearances for unpaid unemployment and compensation for companies within the West Virginia area.

Managing clerical duties of phone calls faxed and emails.

### **Cashier**

Krogers- Cashier  
January 1997 to December 2000

## Education

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### **High school diploma**

Fayetteville High School-Fayetteville, WV  
September 1994 to May 1999

## Skills

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- Medication Administration
- Patient Care
- Infection Control Training
- Senior Care
- Cash register
- Home health
- Clerical Experience
- Meal Preparation
- Personal Assistant Experience
- Stocking
- Laundry
- Dementia Care
- Vital Signs
- Caregiving
- Home care
- Cleaning Experience
- Care plans
- Cash handling
- Cooking
- Food Preparation

## Certifications and Licenses

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**BLS Certification**

**AED Certification**

**CPR Certification**

**Driver's License**