

# Cayde Anderson

Jefferson, NY 12093

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(607) 353-2005

## Professional Summary

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I am a unit clerk with years of diverse healthcare experience and strong skills in organization, communication, and record management. Fast-paced, determined, and a quick learner, currently pursuing a degree in Healthcare Administration, with a focus on supporting quality patient care and efficient facility operations.

## Work Experience

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### **Unit Clerk / Secretary**

The Grand Healthcare System-Stamford, NY

March 2025 to Present

- Manage unit communications, patient records, and scheduling to ensure efficient operations.
- Support clinical staff by coordinating administrative tasks and maintaining organized documentation.

### **Front Desk Receptionist**

The Grand Rehabilitation and Nursing Facility-Stamford, NY

December 2024 to Present

- Greet and assist visitors, providing information on facility services, visiting hours, and policies.
- Maintain appointment calendars, track resident check-ins/outs, and support staff with administrative needs.

### **Nurse Assistant**

Mary Imogene Bassett Hospital-Cooperstown, NY

November 2020 to November 2024

- Delivered direct patient care across multiple units, including Medicine, SCU, and Surgical.
- Assisted with activities of daily living (ADLs), post-surgical recovery, and patient monitoring.
- Provided one-on-one support, responded to emergency codes, and assisted with telemetry monitoring.

### **Provider Enrollment Specialist**

Mary Imogene Bassett Hospital-Cooperstown, NY

September 2023 to September 2024

- Coordinated provider enrollment with insurance companies to streamline billing and patient care.
- Established strong relationships with healthcare providers to ensure compliance and efficiency.

### **Certified Nursing Assistant (CNA)**

Robinson Terrace-Stamford, NY

June 2018 to April 2020

- Supported residents with ADLs and rehabilitation, promoting comfort and independence.
- Collaborated with rehabilitation staff to facilitate patients' transition back home.

## **Certified Nursing Aide**

A.O. Fox Memorial Hospital-Oneonta, NY  
September 2015 to February 2018

- Assisted elderly and rehabilitation patients with daily care needs in both hospital and nursing home settings.

## **Home Health Aide**

Robinson Terrace-Stamford, NY  
September 2017 to December 2017

- Provided personal care, supervised showers, assisted with escorting, laundry, and light housekeeping.

## **Housekeeper / Laundry Assistant**

Robinson Terrace-Stamford, NY  
September 2014 to September 2015

- Managed laundry services and supported residents' comfort through facility upkeep.

## Education

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### **Healthcare Administration (Bachelor's)**

Southern New Hampshire University-Remote  
December 2022 to Present

## Skills

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- Telemetry & Post-Surgical Support
- Microsoft Office
- Empathy
- Dementia & Alzheimer's Care
- Medicare
- Medical Office & Insurance Verification
- Healthcare Administration & Documentation
- Writing skills
- Communication skills
- Customer service
- Patient Care & ADL Assistance
- Microsoft Excel
- Organizational & Time Management Skills
- Long-Term & Assisted Living Care
- Strong Communication & Customer Service

## Certifications and Licenses

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### **CNA**

September 2015 to September 2022

**Driver's License**

**CPR Certification**