
Alexis Martin

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SKILLS

Staff Scheduling & Supervision, Infection Control & Patient Safety, HIPAA & Regulatory Compliance, Team Coaching, Emotional Intelligence & Communication, Medication Administration Support.

Microsoft Suite (Word, Excel, PowerPoint, Outlook), Electronic Health Records, Medical Terminology, Time Management Software & Staff Scheduling Tools.

EXPERIENCE

Washington Senior Living - Washington, IL - Lead CNA & Scheduler

September 2024 - PRESENT

- Oversee daily operations of the CNA team, ensuring continuity and quality of care across shifts.
- Designed and maintained staff schedules, optimizing coverage and managing time-off requests.
- Led by example in providing daily care, tracking vitals, and documenting in EHRs.
- Supported residents' emotional needs with sensitivity and active listening.

Washington Senior Living - Washington, IL - Certified Nursing Assistant

May 2022 - September 2024

- Delivered comprehensive patient support, including hygiene, mobility, meal assistance, and companionship.
- Maintained rigorous documentation and responded promptly to changes in condition.
- Followed infection prevention standards and promoted a clean, safe environment.
- Trained new staff members on daily routines and care techniques

Helping Hands Healthcare - East Peoria, IL - Home Health CNA

October 2019 - June 2022

- Provided individualized home care with a focus on daily living assistance, therapeutic exercises, and dietary support.

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- Ensured comfort and dignity of clients through respectful and empowering interactions.

EDUCATION

Southern New Hampshire University (Online) - *B.S. in Business Administration - Healthcare Management*

August 2023 - Present

Expected completion in March 2026

Illinois Central College - Pekin, IL - *Certified Nursing Assistant Certificate*

2016 - 2016

Completed in October 2016

AWARDS

President's List, Dean's List, Honor Roll