

# Alexis Martin

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## Professional Summary

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Compassionate and detail-oriented healthcare professional currently serving as an Assistant Administrator, with a strong background as a former Certified Nursing Assistant. Experienced in supporting facility operations, assisting with staff coordination, and ensuring compliance while maintaining high standards of patient care and safety in fast-paced healthcare environments. I hold a Bachelor of Science in Business Administration with a concentration in Healthcare Management, providing a solid foundation in both clinical insight and healthcare operations. My frontline experience combined with administrative leadership allows me to effectively support staff, improve processes, and contribute to initiatives that enhance resident outcomes and organizational efficiency.

Willing to relocate: Anywhere

## Work Experience

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### Assistant Administrator

**El Paso Health Care Center** | El Paso, IL

November 2025 to Present

- Managed daily facility operations and staff supervision
- Handled HR functions including hiring, onboarding, payroll, and scheduling
- Assisted with budgeting, invoices, and financial tracking
- Prepared and submitted regulatory reportables and compliance documentation
- Supported surveys, audits, and quality improvement initiatives

### Lead CNA & Scheduler

**Washington Senior Living** | Washington, IL

September 2024 to October 2025

- 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.

### Certified Nursing Assistant

**Washington Senior Living** | Washington, IL

May 2022 to 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

## Home Health CNA

Helping Hands Healthcare | East Peoria, IL

October 2019 to June 2022

- Provided individualized home care with a focus on daily living assistance, therapeutic exercises, and dietary support.
- Ensured comfort and dignity of clients through respectful and empowering interactions.

## CNA Lead/Scheduler

Washington Senior Living

## Education

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### Business Administration (Bachelor's degree)

Southern New Hampshire University | Remote

August 2023 to March 2026

Illinois Central College | Pekin, IL

January 2016 to December 2016

### Upper secondary education

## Skills

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Infection Control & Patient Safety Attention to detail Recruiting Scanning Front desk Team leadership Marketing Geriatrics Working with individuals with neurodevelopmental disorders Microsoft Teams Foley catheter Phone etiquette Nursing home experience Medication administration Analysis skills Working with people with developmental disabilities Vital signs Supervising experience Computer operation Microsoft Excel Skilled nursing facility experience Phone answering Microsoft Outlook Time management Microsoft Access Record keeping Confidential information handling Team management Social media management Experience working with students Caregiving Office experience Communication skills Appointment scheduling HIPAA Medical office experience File organization Personal assistant experience Time Management Software Direct support Clerical experience Staff Scheduling & Supervision Team Coaching English Project management Medical Terminology Organizational skills Meeting scheduling Client interaction via phone calls Microsoft Office Word processing Schedule management Math Leadership B2B sales Event planning Long term care experience Anatomy knowledge Travel scheduling Calendar management Writing skills Medication Administration Support. Microsoft Suite (Word, Excel, PowerPoint, Outlook) Staff Scheduling Tools. Healthcare staff management Managing budgets in a finance role Basic math Customer support PointClickCare Electronic Health Records Emotional Intelligence & Communication HIPAA & Regulatory Compliance Typing Electronic health records (EHR) management Computer skills Greeting customers Nursing Management Microsoft Word Healthcare team management Customer service Microsoft Powerpoint Photocopying Patient care Long-term care facility experience Recreational therapy Home health Computer literacy Epic

## Certifications and Licenses

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State Tested Nursing Assistant

**Driver's License**

**CNA**

**CPR Certification**

**Additional Information**

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Authorized to work in the US for any employer