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NEW YORK, NY 10037

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## ERIC E WAITERS

### Objective

To Obtain Employment As A Medical Support Assistant

### Education

9/98- 6/99 **The College Of Mount Saint Vincent** Riverdale, N.Y  
Certified Substance Abuse Counselor (C.A.S.A.C)  
315 course hours completed

1/96 -7/96 **Local 1199 C.W.E Medical Assistant Program** Brooklyn, N.Y  
Graduate Certificate

8/92 -1 /93 **Superior Career Institute Nursing Assistant Program** New York, N.Y  
Graduate Certificate  
NYS Certification #340131230193E

9/79-6/83 **High School of Graphic Arts and Communications** New York, N.Y  
Diploma Received

### Military

1983-1989 **United States Army**  
  
❖ Honorable Discharge

### Employment

1993 – Present **Isabella Geriatric Center** New York, N.Y  
**SR. C.N.A / Neighborhood Coordinator**  
Overall support to the medical staff on the unit  
Health information data entry via computer  
Scheduling of all internal and external medical appointments  
Answering phones, filing and other clerical duties  
Ordering and maintaining unit supplies  
Tag and remove any broken equipment from the unit and deliver it to  
The Bio-Med department  
Assume additional responsibilities as delegated by charge nurse

### Professional memberships

**The National Board for Certification of Hospice and Palliative Nursing Assistants**  
**Certified Nursing Assistant, NYS Certification #340131230193E**

### References

Available Upon Request

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