

# FAY PERDUE, A.L.A. II

**PROFESSIONAL SUMMARY** Compassionate and exceptionally responsible Administrative Assistant proven to deliver high-quality patient care throughout various departments. Capable of ensuring the facility and employees are operating efficiently and in compliance with all rules, regulations and facility policies. Deeply mindful of adapting to family concerns on a case-by-case basis.

## SKILLS

- Administrative Responsibilities
- Hiring, Training and Record Keeping
- Activity Coordination
- Admission and Retention of Residents
- Companionship and Emotional Support
- Food Sanitation
- Plan of Correction
- Plan of Care Documentation
- Fire Safety and Implementation
- Dementia and Alzheimer's Knowledge
- Medication Management
- Staff Training

## WORK HISTORY

**Administrative Assistant Internship** 11/2024 to 02/2025

**Murray House**, Mobile, AL

- Tasked with setting up the new QuickMar system and inputting all necessary and current resident information.
- Maintained confidentiality of patient information according to HIPAA guidelines while communicating effectively with team members about critical updates.
- Acted as Designee when requested to do so during which time I was able to answer all questions and address all concerns from staff, including scheduling issues.
- Reduced patient stress levels through effective communication and active listening skills.

**CNA/Med Tech** 09/2022 to 11/2024

**Proveer Senior Living**, Mobile, AL

- Provided comprehensive care and support to residents in various departments of the senior living center.
- Supported residents with activities of daily living (ADLs) and provided companionship and emotional support.
- Memory Care: Implemented specialized care techniques for residents with Alzheimer's and dementia, ensuring their safety and well-being.
- Aided residents that required mobility assistance.
- Promoted good oral and personal hygiene by aiding patients with shaving, bathing, and teeth brushing.

## LICENCES & CERTIFICATES

**BOEALA**, State of AL

Received **Administrative Licensure Category II**, 02/14/25

**American Heart Association**

**BLS (CPR and AED) Renewed** 01/30/25

**SAAD Healthcare**, Mobile, AL

**Certified Medical Assistant Program**, 01/2024

**SAAD Healthcare**, Mobile, AL

**Medical Assistant Training Program**, 06/2019