

# ALLISON HAMMOND

Woodbridge, VA 22193

5712608649 - ahammond3194@gmail.com

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## PROFESSIONAL SUMMARY

Reliable employee seeking patient safety tech position. Offering excellent communication, patience and cooperation. Experience with first aid and CPR certification.

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## SKILLS

- First Aid/ AED Certified
  - CPR Certified
  - File and Records Management
  - Punctual and Dependable
  - Injury and Accident Prevention
  - Daily Reports
  - Relationship and Community Building
  - Assessment Skills
  - Verbal and Written Communication
  - Incident Reporting
  - Needs Assessment
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## WORK HISTORY

12/2018 to Current **Aquatics Instructor**

*Chinn Aquatics and Fitness Center – Woodbridge, VA*

- Taught daily swim instruction to students varying in ages and skill levels.
- Took notes strengths and weaknesses of each child in class to track progress.
- Planned classes covering different ages and skill levels to prepare students for basic and advanced swimming needs.
- Maintained control and safety of class and kept children in flotation always within arm's reach.
- Treated injured students with basic first aid and reiterated safety standards to prevent recurrence.

03/2021 to 06/2021 **Host**

*Shaking Crab – Manassas, VA*

- Monitored seating area and checked restrooms regularly to keep spotless.
- Assisted managers with quickly resolving service- and food-related issues.
- Took reservations by phone and walk-in, keeping scheduling demands and kitchen output in time to avoid overbooking.
- Documented reservations and communicated changes to guests.
- Answered customer questions about hours, seating and menu information.

08/2020 to 04/2021 **Cashier/Customer Service**

*Food Lion – Woodbridge, VA*

- Resolved customer complaints and maintained clean and tidy checkout area.
- Enabled customers to feel welcomed, important and appreciated by answering questions about products sold throughout store.
- Maintained customer satisfaction with quick and professional handling of product returns.

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## **EDUCATION**

Expected in 05/2025 **College Degree: Nursing, General Studies**  
*Old Dominion University - Norfolk, VA*

05/2021 **High School Diploma**  
*C.D. Hylton High School - Woodbridge, VA*

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## **CERTIFICATIONS**

- CPR
- First Aid/ AED