

Patrick B. Mumford

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Objective

Seek a dynamic position in a positive environment where I can utilize my customer service skills and engage with others.

Skills Summary

- Maintained accurate detailed reports and records.
- Computer savvy
- Report preparation
- Excellent verbal and written communication
- Good organization skills

Professional Experience

Skills:

- **Active Listening** —giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times.
- **Service Orientation** — actively looking for ways to help people.
- **Speaking** — talking to others to convey information effectively.
- **Time Management** — Managing one's own time and the time of others.

Work Activities:

- Assisting and Caring for Others — Providing personal assistance, medical attention, emotional support, or other personal care to others such as coworkers, customers, or patients.
- Documenting/Recording Information — Entering, transcribing, recording, storing, or maintaining information in written or electronic/magnetic form.
- Getting Information — Observing, receiving, and otherwise obtaining information from all relevant sources.
- Making Decisions and Solving Problems — Analyzing information and evaluating results to choose the best solution and solve problems.

Employment History

Registered Nurse	Pleasant Valley State Prison 24863 W Jayne Ave, Coalinga, CA 93210 (559) 935-4900	April 2011-Aug. 2014
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Registered Nurse	Turlock Nursing & Rehabilitation 1111 E Tuolumne Rd, Turlock, CA 95382 (209) 632-7577	February 2010-March 2011
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Education

High School Diploma	Tulare Union High School Tulare, CA	1991
College	Cuesta College San Luis Obispo, CA	2002