

# JESSICA CLAIRE

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## SUMMARY

I am seeking to gain a position where with the use of my experience, skills, and knowledge; I can be a valued asset, and help promote personal growth and fostering positive outcomes.

## SKILLS

- Administrative Support
- Data entry
- Case Management
- Curriculum planning
- Individualized support
- Motor skill development
- Lesson planning
- CPR/First-aid certified
- Social skills development
- Child's CPR certified
- Managing activities
- Effectively work with parents
- Effective listening
- Calm and patient

## EXPERIENCE

### **Home Visit/Family Advocate**, 10/2019 - Current

**Common Spirit** – Gold River, CA

- Work daily as a home visitor for expectant mothers, infants and toddlers and their families .
- Complete documentation of home visits, socialization experiences and other relevant activities.
- Assist with selecting, developing, and preparing appropriate instructional material for the family.
- Conduct developmental screenings and assessments.
- Advocate for families as needed, support them in advocating for themselves and referral services.
- Case management.
- Maintain up to date files and client records in designated client tracking software.
- Identified children in need of extra support for emotional, health-related or developmental concerns and conceived improvement strategies.
- Taught children foundational skills such as colors, shapes and letters.
- Implemented hands-on, play-based strategies such as games and crafts for experiential learning.
- Collaborated with parents to develop and maintain strong support networks and build rapport to foster seamless communication.
- Promoted good behaviors by using positive reinforcement methods.
- Developed appropriate youth curriculum in alignment with cultural and developmental needs.
- Managed schedule of group activities, and special events.

### **Recreational Therapist/Social Services Assistant**, 08/2016 - 09/2019

**Nadap Nys Inc.** – New York, NY

- Assist with activities of daily living
- Help to develop and implement exercise routines for residents.
- Assist and plan trips/ activities with residents.
- Schedule appointments and other administrative duties as needed.
- Maintain a clean environment for residents.
- Assist with use of medical equipment, supplies and devices as needed.
- Exhibit patience and understand when dealing with residents needs.
- Assess residents for memory and mood assessments.
- Make referrals to the proper agencies.
- Planned therapeutic and recreation activities aligned with abilities, interests and therapy objectives.
- Coordinated care with patients' family members and caregivers while communicating short and long-range goals.
- Provided excellent service and attention to customers when face-to-face or through phone conversations.
- Created new programs that resulted in increasing productivity and consumer satisfaction

### **Certified Home Health Aide**, 10/2012 - 06/2013

**Key Home Care** – City, STATE

- Assisted with patient care and monitoring.
- Prepared meals.
- Assisted with personal hygiene and bathing.
- Assisted with use of medical equipment, supplies and devices.
- Exhibited patience and understanding when dealing with patient needs.
- Dressed, groomed and fed patients with limited physical abilities to support basic needs.
- Developed strong and trusting rapport with patients for smooth, quality care.
- Maintained clean and well-organized environment for client happiness and safety.
- Helped transition patient between bed, wheelchair and automobile to provide safe mobility support.
- Planned optimal meals based on established nutritional plans.
- Ran errands for clients and drove to appointments to maintain wellness and support daily living needs.
- Aided with mobility and independence for disabled individuals and continually monitored safety.

### **Receptionist/Secretary**, 02/2011 - 07/2012

**Plainfield Senior Citizen Service Center** – City, STATE

- Appointment scheduling.
- Data entry and analysis.
- Answered and directed incoming calls using multi-line telephone system.
- Delivered administrative support to team members, including making copies, sending faxes, organizing documents and rearranging schedules.
- Scheduled and confirmed appointments.
- Maintained daily calendars, set appointments with clients and planned daily office events.
- Sorted incoming mail and directed to correct personnel each day.
- Provided clerical support to all team members to improve office efficiency and enhance productivity.
- Directed and oversaw daily activities of office personnel.
- Greeted customers, answered general questions and directed to appropriate locations.

## EDUCATION AND TRAINING

### **Associate of Science: Social Services**, 05/2019

**Union County College** - Cranford, NJ

### **CHHA Homemaker License**: 02/2012

**Bradford Institute** - Elizabeth, New Jersey

### **Medical Assistant Diploma**: 04/2007

**Drake College of Business** - Elizabeth, New Jersey

- Medical code and billing
- Medical terminology
- EKG

### **High School Diploma**: 06/2006

**Plainfield High School** - Plainfield, NJ