

JESSICA CLAIRE

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 100 Montgomery St. 10th Floor

SUMMARY

Dedicated and compassionate caregiver with experience caring for elderly patients with dementia and Alzheimer's as well as youth with severe disabilities. Facility and private care experience. Able to quickly and easily adapt to changing needs without pause. Fun and caring individual who loves outings, cooking, at home activities and chatting! Strong multi-tasker with a fun, easy going and humorous demeanor.

Well-rounded yet effective Management Assistant trained to handle issues and remain level-headed. Offering over [Number] years of expertise overseeing [Task] for organizations in the [Type of Industry]. An enthusiastic personality with skills in [Type of Skill] and [Type of Skill].

SKILLS

- Excellent communication skills
- Dependable, responsible, and punctual
- Medical Knowledge and experience
- Experienced in the areas of elderly care and persons with disabilities

EDUCATION AND TRAINING

NYU
New York, NY

Associate of Science: Psychology

CPR and BLS Certification
Salt Lake City, UT • 2016

CPR and BLS certification

Phlebotomy Training Specialists
Murray, UT • 2016

Associate of Applied Science:
Phlebotomy, IV insertion, and EKG

- Completed professional development in phlebotomy, IV insertion and EKG placement and analysis

CERTIFICATIONS

BLS and CPR Certified
Completed a background check as well as fingerprinting through the Salt Lake City School district

EXPERIENCE

Joliet Public Schools District 86 - Special Education Paraprofessional

Joliet, IL • 08/2018 - Current

- Collaborated with the teacher to develop effective, individualized learning strategies.
- Escorted students to the restroom, to the cafeteria, outside and on field trips.
- Advised the instructor regarding student behavior or issues that required immediate addressing.
- Managed class when teacher stepped out of room.
- Worked in tandem with teacher to develop customized classroom environment conducive to students' needs.
- Provided support to the students through specialized accommodations, extra assistance and educational assessments.
- Met one-on-one with autism students, utilizing customized behavioral plans.
- Affirmatively communicated and promoted positive attitudes with every student.
- Provided specialized classroom instruction to a broad range of students with developmental disorders, including autism.
- Conducted small group and individual classroom activities with students based on differentiated learning needs.
- Fostered relationships with students to increase engagement, and periodically reported student progress to parents/guardians and school leadership.
- Observed and documented behaviors and actions of students.
- Provided feedback on individual actions, behaviors and verbal responses.
- Managed and controlled office supply inventory to ensure timely ordering or requisition of depleted or low-level stock.
- Kept youth safe and secure at facility and in public.
- Established and enforced rules for behavior and procedures for maintaining order among class of students.

Department Of Health And Human Services - Elderly Companion

White Swan, WA • 03/2015 - Current

- Planned and prepared nutritious meals and snacks to meet client dietary requirements such as diabetic, low sodium and high protein.
- Helped client handle all personal needs, from simple cleaning and daily exercise to bathing and personal grooming.
- Cleaned houses and living spaces, ran errands and cooked meals.
- Ambulated patient in personal spaces, across facilities and in public locations with supportive care and attention to personal requirements.
- Provided patient and families with emotional support and instruction in preparing healthy meals, independent living skills and adaptation to disability or illness.
- Laundered clothing and bedding and changed linens as needed to prevent spread of infection.
- Reported concerns to supervisory family to maintain optimal care for all client needs.

New Pathways Wellness Center - Management Assistant

City, STATE • 03/2016 - 11/2019

- Conducted thorough research through various media sources to obtain relevant data, supporting staff requirements.
- Set up, maintained and purged physical and electronic filing systems to keep records compliant and current.
- Wrote email messages, memos and business letters for management and proofread all documentation to provide error-free correspondence.
- Managed building access and supplied key cards to employees and visitors.
- Contacted customers via phone and email to confirm deliveries and follow up with inquiries.
- Maintained up-to-date department organizational chart.

ADDITIONAL INFORMATION

I wanted to add a personal sense of who I am as a person so you can decide if you think I am a good match. I love animals. I tend to shelter cats and 2 Labrador puppies who I refer to as "my big giant babies," but my favorite animal is the elephant. I had cancer in my teens and my mom told me "Elephants never forget, and I never want you to forget I love you." I now keep a duo pass to the Hogle zoo, and go often. I would love to take your aunt there and it would be no cost to you, as my pass is for two and already paid for. I love to cook. Food network is my favorite channel and I like to replicate the fun things they make. I love nature and being outdoors in the garden and on walks through the community. I don't take life overly seriously and I like to maintain a positive attitude and a healthy sense of humor about life. I am a single mother of a wonderful 9 year old girl and I love being the example of kindness for her. Thank you so much for this opportunity, I hope to hear from you soon.

Jessica