

ROBERT SMITH

Home Care Attendant

Phone: (0123)-456-789 | Email: info@qwikresume.com | Website: Qwikresume.com

SUMMARY

Accomplished and energetic with a solid history of achievement in any work thrown my way. Motivated leader with strong organizational and prioritization abilities. Areas of expertise include communication, computer and customer service. Confident and Reliable Choreographer seeking a position as any occupation. Exceptional customer services skills, with a 8+ years background in high-turnover fast-paced facility.

CORE COMPETENCIES

Proficient in Microsoft office, Typing 65 wpm, Office Procedures, Customer Service, Electronic Medical Records, Phlebotomy, Medical Assisting.

PROFESSIONAL EXPERIENCE

Home Care Attendant

Welles Park District - October 2014 – 2019

Key Deliverables:

- Monitor building security and safety by performing such tasks as locking doors after operating hours and checking electrical appliance use to ensure that hazards are not created.
- Service, clean, or supply restrooms.
- Gather and empty trash.
- Clean building floors by sweeping, mopping, scrubbing, or vacuuming.
- Follow procedures for the use of chemical cleaners and power equipment to prevent damage to floors and fixtures.
- Remove snow from sidewalks, driveways, or parking areas, using snowplows, snow blowers, or snow shovels, or spread snow melting chemicals.
- Mix water and detergents or acids in containers to prepare cleaning solutions, according to specifications.

Attendant

ABC Corporation - 2009 – 2014

Key Deliverables:

- Resigned due to moving back to Ohio Assisted the driver with loading & unloading students; securing wheelchairs to floor rails and helping students to their seats
- Ensure students safety and observe for any unruly behavior or medical issues
- Transport to and from the Caminiti Exceptional Center School; escort students to classrooms/assigned areas
- Assisted the Physical Therapist in the PT room with simple exercises for specific students
- Personally transported special needs students from their homes to Special Olympic bowling leagues, meals, and/or special events

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- Tools and Technology Tools Hypodermic needles, Mercury blood pressure units, Nebulizers, Ophthalmoscopes, Spirometers
- Technology Medisoft Medical Billing; NueMD Medical Practice Management Software; Microsoft Office Suite (40wpm)

EDUCATION

- High School Diploma in Performing Art - (Mose Vines Prep. Academy - Chicago, IL)