

## HEALTHCARE INSTRUCTIONAL ASSISTANT

### Experience

Healthcare Instructional Assistant , 10/2018 to Current

Company Name – City , State

- Perform G tube feedings and Straight Catheterization procedures on Special Needs and General Education Elementary School students.
- Assist Teacher in K-12 Classroom setting up workstation.
- Implement lessons taught by the teacher, monitoring students behaviors utilizing positive and negative reinforcement.
- Follow IEP, collaborate with Instructional Assistants, ABA Interventionists, Teachers and Psychologist.

Instructional Assistant , 09/2016 to 09/2018

Company Name – City , State

- Work with General education and Special needs Students K-12 in a classroom setting.
- Monitoring different behaviors, utilizing positive reinforcements enforcement, redirecting students, utilize token system, teaching independence, implementation of lessons taught by Teacher.
- Collaborate with a team of Teachers, psychologists and Instructional assistant's working towards IEP/Goals of the student.
- Work and setup academic group workstations.
- Tutor students on 1:1 basis.
- Assist students with hygiene as needed.

Acting Clerk/ Nursing Attendant , 02/2005 to 10/2015

Company Name – City , State

- Worked in a Clinic Registering incoming patients for clinic appointments, Answer inquiries over telephone regarding patient's appointment.
- Update patients demographic information into computer system.
- Scheduled surgeries, Input services rendered By physician using diagnosis code for proper payment of services.
- Ordered supplies , faxed, clerical duties.

### Work History

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#### Education

Master's : Health Education , 04/2019

Touro University Worldwide - City , State

Master's : Health Education

Bachelor's : Healthcare Administration , 03/2018

Touro University Worldwide - City , State

Associate : Social & Behavioral Sciences , 12/2015

Los Angeles Southwest College - City , State

Bachelor's Degree : Healthcare Administration at Touro University, I had the opportunity to Develop the skills and experience necessary to succeed in Public health and Health Education positions.

Examples of my relevant

#### Highlights

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| <ul style="list-style-type: none"> <li>• CPR, Microsoft Excel, Microsoft Office, Child care, Organizational Skills, Teaching, Filing, English,</li> <li>• Customer Service, Excel, Developmental Disabilities Experience, Microsoft Word</li> <li>• Certifications and Licenses</li> <li>• Academic</li> <li>• Basic</li> <li>• Catheterization</li> <li>• Child care</li> <li>• Clerical</li> <li>• CPR</li> <li>• Critical Thinking</li> <li>• Customer Service</li> <li>• Developmental Disabilities</li> <li>• Diagnosis</li> <li>• English</li> </ul> | <ul style="list-style-type: none"> <li>• Filing</li> <li>• Health Education</li> <li>• Microsoft Excel</li> <li>• Excel</li> <li>• Microsoft Office</li> <li>• Microsoft Word</li> <li>• Organizational Skills</li> <li>• Organization skills</li> <li>• Public health</li> <li>• Teacher</li> <li>• Teaching</li> <li>• Telephone</li> <li>• Verbal communication</li> <li>• Written</li> </ul> |
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#### Skills

- CPR, Microsoft Excel, Microsoft Office, Child care, Organizational Skills, Teaching, Filing, English,
- Customer Service, Excel, Developmental Disabilities Experience, Microsoft Word
- Certifications and Licenses,
- Academic, basic, Catheterization, Child care, clerical, CPR, Critical Thinking, Customer Service, Developmental Disabilities, diagnosis, English, Filing, Health Education, in K, Microsoft Excel, Excel, Microsoft Office, Microsoft Word, Organizational Skills, Organization skills, Public health, Teacher, Teaching, telephone, verbal communication, written

#### Additional Information

- Authorized to work in the US for any employer

#### Summary

providing general administrative back-up and other duties. More than 5 years of clerical support. Familiar and experienced with electronic filing systems, various document management technologies, and scanning experience. Knowledge of filing systems and standards. Proficiency working with Document Management Systems. Able to multi-task and efficiently manage changing priorities. Excellent organizational and analytical skills, with attention to detail.