

SUBSTITUTE TEACHER

Professional Summary

A self-motivated, results oriented, and resourceful professional focused on delivering compassionate patient experiences; accompanied by organizational, problem-solving, interpersonal, communications, and excellent customer service skills; and over 10 years in social services within the health care family and community. In addition to being an advocate for promoting happy, healthy, and balanced individuals, I am proactive, and adept at interacting effectively with the ability to multi-task effectively.

Core Qualifications

- Critical thinkerUnderstands medical procedures
- Effectively Influences othersGood written communication
- Relationship and team buildingMedical terminology knowledge
- Cultural awareness and sensitivity CPR (Certified)
- Maintains Strict ConfidentialityCertified CNA/HHA & Medical Assistant

Accomplishments

- Received "Award for Outstanding Performance" as Housekeeping Manager for the cleanness Comfort Suites Inn Hotel in our region.
- Received "Awards for Deans list " Acted as the department "go-to" person for challenging calls and clients.
- Over ten years in volunteering in summer basketball camp and PADS homeless shelter.

Experience

Substitute Teacher Aug 2014 to Current

Company Name - City , State

- Filled in for absent teachers in emergency and on short and medium term assignments Followed teaching programs set by regular teachers and prepared outlines when necessary Set and corrected homework assignment and projects Fostered safe, positive and supportive learning environment Ensured good order and behavior in and out of class Respected confidentiality of information Adhered to non-discriminatory policies and guidelines.

Event Planner Jun 2013 to Current

Company Name - City , State

- Provide personal catering event services to Health Fairs, Senior Community Events, Hospital Events, and Health Care CEO's and Physicians Act as menu consultant for all food and beverage selections Arrange event décor Oversee room set up, food preparation, and other venue operations Act as on-site liaison between Your Way Catering and venue operations staff.

Medical Assistant/Hyperbaric Chamber Technician Apr 2011 to Mar 2013

Company Name - City , State

- Responsible for recording patient vitals, i.e.
- temperature, pulse and respiration rates, and blood pressure as well as patient examination room prep Responsible for cleaning and dressing wounds Responsible for explaining treatment procedures to patients Accountable for collecting and preparing laboratory specimens Responsible for regulating patient's oxygen levels during hyperbaric chamber therapy Familiar with practices, standard concepts, and procedures Acquainted with performing necessary maintenance to systems; and operating and monitoring hyperbaric chamber other hyperbaric support systems Responsible for using computerized applications for scheduling and various administrative duties.

Home Health Aide Sep 2004 to Jul 2009

Company Name - City , State

- Assisted with resident bathing, grooming, meal prep, and medication management Responsible for recording resident's vitals, i.e.
- temperature, pulse and respiration rates, and blood pressure Assisted with residence adaptability/transference to wheelchair and adaptive equipment Monitored, and reported abnormalities and/or deviations in resident's health stats Provided safe and direct personal care to residence as defined in the Home Care Aide program Fulfilled agency responsibilities by completing all required documents accurately and timely Participated in all required agency meetings Identified and reported process improvements opportunities within the home in order to enhance the quality of service provided.

Health Clerk Aug 2001 to Aug 2004

Company Name - City , State

- Performed various administrative duties; and assisted in student registration Responsible for record keeping, appointment setting, greetings, phones, and supply inventory Responsible for application of first aid treatment (if required) Administered medications to students with mental disorders Monitored treatments as well as compiled data, and maintained student documents Conducted vision and hearing screenings Interviewed parents for IEP meetings.

Education

Bachelor of Arts , Psychology /minor Social Work 2012 GOVERNOR STATE UNIVERSITY - City , State Psychology /minor Social Work

Associate of Science , Psychology 2004 South Suburban College - City , State Psychology

Skills

adaptive equipment, administrative duties, appointment setting, agency, blood pressure, CNA, consultant, CPR (Certified, first aid, Home Care, team building, meal prep, Medical terminology, medication management, meetings, bathing, policies, quality, record keeping, recording, scheduling, supply inventory, teaching, phones, therapy, vision, wounds, written communication