**Jenny Reyes**

Bronx NY, 10457

Jennyalt@hotmail.com

(347) 995-5307

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**EXPERIENCE:**

Selfhelp Community Services- Home Health Aide 06/2012- Present

Queens,NY

* Reminded patient to take everyday medication at the right time
* Accompanied patient to the doctor as needed.
* Assist patient with daily errands: medication pickup, routine shopping, laundry
* Aided with daily living activities: bathing, dressing and prepare food
* Maintain home organized, neat and clean

Allen Health Care Services 08/2014-Present

Bronx,NY

* Knowledge of working with client with chronic disease such as: Asthma, High Blood Pressure, Diabetic, dementia and ambulation issues
* Frequently commended for maintaining the safety, respect, confidentiality, and dignity of clients
* Managed schedules and took client to doctor appointments
* Cleaned homes, ran errands, and maintain in contact with clients children

Choice Money Transfer - Customer Services 02/2012-03/2012

* Answered phone accordingly with warm greeting
* Verified and confirmation of clients orders
* Handled issues with customer orders and communicated with Supervisor
* Pulled up clients cases to review and accommodate accordingly to clients needs
* Fix any incorrect information from the address of the one sending the money or the recipient.

**Certification:**

Self Help -Home Health Certificate 2012

Education:

University Autonomy of Santo Domingo (UASD) 2010

Bachelor of Accounting

References available upon request