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## AMIR KHAZAI

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(608)421-0162

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### EXPERIENCE

#### CAREGIVER, CATHOLIC CHARITIES; MADISON, WI - 2015-PRESENT

Direct Support Professional, Home Health & Personal Care Aide CBRF Group Home Pro.

- Adult shelter trained and experienced
- Individual assisted living trained and experienced
- Special dietary cooking and basic nutritional expertise
- Transportation to doctors' offices or for other kinds of outings
- Administration of Medicine
- Safety and Emergency trained
- Interpersonal skills
- Physical stamina
- Time management skills
- Reading and recording vital signs
- Infection control

#### CAREGIVER, GT INDEPENDENCE; STURGIS, MI - 2020-PRESENT

My title & responsibilities are the same at this job as those I perform at Catholic Charities.

#### GYM RECEPTIONIST & INSTRUCTOR, SUPREME HEALTH & FITNESS; MADISON, WI - 2014 - PRESENT

- Provide Exceptional customer service to all users of the facility
- Enrolling new members & assisting current ones with their queries
- Greeting and checking in members as they come through reception
- Instructs patrons on effective workout methods
- Prepares appropriate equipment, music, and handouts for each class.

#### FITNESS INSTRUCTOR, HARBOR ATHLETIC; MIDDLETON, WI - 2018 -2020

My title & responsibilities as a fitness instructor were the same as those at Supreme Fitness.

## EDUCATION

University of Wisconsin Stevens Point, Wisconsin 2010

- Associates of Arts Degree in Liberal Arts
- Bachelor of Science Degree in Literature
- Bachelor of Science Degree in Writing

Midwest Teacher Training Program Madison, Wisconsin 2012

- Teaching English as a Foreign Language Certificate (TEFL)

Madison College Madison, Wisconsin 2020

- Culinary Specialist Certificate

YWeb Career Academy December 2022

- Junior Web Developer

## SKILLS

HTML

CSS

JavaScript

Agile

Microsoft Office

Macintosh Operating Systems

LexisNexis

JSTOR

EbscoHost

## REFERENCES

Available upon request.