**Karen E. Hillman**

34 Walker Lane

Bloomfield, CT 06002

(860) 593-6752

karen520505@yahoo.com

**Direct Care Worker**

**SUMMARY OF QUALIFICATIONS**

* More than 10 years of experience working in the human services field in nursing home and supportive living settings
* High standards for honesty and integrity
* Hard working and reliable
* Compassionate and truly enjoy working with people
* Flexible and creative
* Maintained accuracy and confidentiality of records
* UK Medication Certified
* CPR and First Aid Certified
* NAPA Certified in Activities Coordinations

**PROFESSIONAL EXPERIENCE**

Dimensions Darlington, Co. Durham, UK

**Support Worker** 2007 –2010

* Worked with adults with learning difficulties, supporting them to live fuller lives in their own homes through cooking, cleaning, medications, finances, community outings, holidays, etc, according to their individual needs.

St John's Independent Hospital Darlington, Co. Durham, UK

**Carer**  2005 – 2007

* Cared for patients afflicted with diverse brain illnesses.
* Assisted with daily living activities including personal hygiene, dressing, feeding,
* Provided one-to-one care as needed.
* Trained in activities coordination.

Community Options, Inc. Waterbury, CT

**Job Coach** 1999 – 2004

* Supervised adults with learning disabilities on the job site in a factory where they cleaned bathrooms, swept and mopped floors and did seasonal yard work upon request.
* Kept clients on task and assisted where needed to assure that subcontracted conditions were fulfilled.

**OTHER WORK EXPERIENCE**

Manpower (Bank of America) Windsor, CT

**General Office Clerk/Operations Associate I**  2011

* Sorted U.S. Treasury Department 2010 Income Tax returns.

Mark Eyelet & Stamping, Inc. Wolcott, CT

**Data Entry** Wolcott, CT 1980 – 1995

* Ran the data entry department which covered collecting and inputting figures for sales orders, production, receiving, shipping, and toolmaker's time reports.
* Directed bi-annual company inventory.

**EDUCATION**

**Associate Degree in Mental Health**, Naugatuck Valley Community-Technical College

**Phi Theta Kappa**

**Associate Degree in Social Work**, Naugatuck Valley Community-Technical College

**Phi Theta Kappa**