

---

# Dorothy Judie

3229 Sunshine Way , Lancaster, TX 75134 | H: 469-254-9061 | C: 281-258-3135 | E: dorothyjudie@gmail.com

---

## Summary

My professional background has been in areas of Patient Care and Mental Health. Caring for individuals who suffer from a number of intellectual and developmental disabilities. Would like to be employed within a professional company to utilize my skills of 3 year in fast-paced environment handling confidential paperwork, administering medication and providing quality patient care. Establishing solid relationship with clients, co-workers, administration and local agencies. Committed to providing emotional and social support to promote overall wellness.

---

## Skills

- First Aid CPR AED
- Satori Alternatives To Managing Aggression Certification
- Attended courses in Abuse & Neglect
- Complaint Process
- Infection Disease Control
- Colostomy bag changing and wound cleaning
- Tube feeding
- Special Need training
- Medication administration
- Life skills development
- Event planning
- Documentation skill
- Behavior redirection

---

## Experience

**OFFICE MANAGER** | 05/2016 to Current

**Destiny Creations DayHab - DeSoto, TX**

- Supervised and trained Staff. Assist with payroll, plan and transported individuals in field trips
- Created day to day activities and classroom assignments
- Responsible for the administration of daily medication as well as the safeguarding of controlled medications
- Served individuals who have special needs with a strong commitment, respect, and passion to help them see their full potential
- Documented progress on daily basis and work on goals designed to meet individual needs
- Capable of handling patient, handling equipment needs to lift, transfer, and re-position patients

**HOME CAREGIVER** | 09/2017 to Current

**Ms. Roscoe - Lancaster, TX**

- Care for individual in my home on weekends or when guardian or parent is on vacation
- Administered medication as directed by physician
- Work to improve and enhance patient environment
- Assist with daily hygiene, including dental and mouth care, bath functions, an hair care
- Supervised daily activities and provided assistance when needed
- Engaged patients with games, crafts, cooking, music, reading, and other activities
- Offered well-balanced and nutritious meals
- Identified signs of potential emotional or developmental concerns in individual and brought them to parents or guardians attention

Education and Training

New Beginning Christian Academy - 3939 South Polk St. | High School Diploma

2000