Andrea Stephens

7142 Emory Oak Ln.

Dallas, TX, 75249

(972)-891-1131

andreajnae@yahoo.com

Enthusiastic entry level Teacher Assistant who excels in working with children and adults to advance educational plans. Excellent at maintaining a calm and patient demeanor teaching and reinforcing difficult concepts and assisting teachers with conducting lessons and activities.

# Certifications

* HIPAA Certification, 2016 - Present
* OSHA Blood Borne Pathogens/ HIV Certified , 2016 - Present
* CPR & First Aid Certified (American Health Care Academy) 2016 – Present

# Professional Experience

## Dallas ISD School District, Dallas, TX

Teacher Assistant, March 2018- Present

* Adapting daily routines to meet the interest and needs of the individual child and the group.
* Developing activities that promote literacy and math concepts.
* Ensuring that the facility and all equipment is clean, well-maintained, and safe.
* Establishing policies and procedures, including disciplinary policies.
* Maintaining and scheduling weekly and monthly activities.
* Planning and implementing activities that meet the physical, intellectual, emotional, and social needs of their students.
* Providing a classroom environment that encourages parent participation.
* Providing adequate equipment and activities.
* Ensuring that all children are supervised at all times.
* Providing a safe and secure environment where children feel comfortable.
* Providing age-appropriate experiences and activities for children, including storytelling, games, and songs.

## Childcare careers, irving, tx

Teacher Assistant/ Substitute Teacher, August 2017- Present

* Adapting daily routines to meet the interest and needs of the individual child and the group.
* Developing activities that promote literacy and math concepts.
* Ensuring that the facility and all equipment is clean, well-maintained, and safe.
* Establishing policies and procedures, including disciplinary policies.
* Maintaining and scheduling weekly and monthly activities.
* Planning and implementing activities that meet the physical, intellectual, emotional, and social needs of their students.
* Providing a classroom environment that encourages parent participation.
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## Home Health Companions, Dallas, tx

Caregiver, June 2017 – August 2017

* Help clients take prescribed medication
* Assist clients with ambulation and mobility around the house or outside (doctor’s appointments, walks etc.)
* Assist clients with personal care and hygiene
* Help clients with physical therapy exercises
* Plan and prepare meals with assistance from the clients (when they are able)
* Do the client’s shopping or accompany them when they shop
* Perform light housekeeping duties that clients can’t complete on their own
* Be a pleasant and supportive companion
* Report any unusual incidents
* Act quickly and responsibly in cases of emergency

**DYNAMIC TRAINING AND CONSULTING, Garland, TX**

Certified Tutor Consultant, April, 2017 – June, 2017

* Tutored grades kindergarten through fifth grade
* Assisted with basic math and basic reading

## DALLAS INTERNAL MEDICINE ASSOCIATES , Dallas, TX

## Medical Assisting, October 2016 – March 2017

* Record & update patient information into database, as well as managing appointment scheduling and follow-up
* Administer patient blood & urine samples and prepare for lab processing
* Liaise with insurance providers on behalf of patients
* Maintained & cleaned exam room and all medical equipment
* Handled phone system & appointment calendar for over 25 patients daily
* Cleaned outpatient room and disposed of medical waste
* Took & recorded patient vital signs & biopsies, including blood pressure and heart rate

# Education

## Keiser University Fort Lauderdale, FL

Associate of Science in Medical Assisting Graduate

GPA: 3.28

Langston University Langston, OK

Degree Candidate Bachelors in Physical Education

GPA: 2.8

# Additional Skills

* Proficient with computers (Microsoft Office) & database management (Athena)
* Knowledgeable in HIPAA guidelines
* Empathic with excellent interpersonal skills

**References**

Deborah Williams

Child Care Group

469-407-0496

611 Oriole Blvd Apt 502

Duncanville, TX 75116

Co-Worker

LaVerne Snowden

Garland ISD

586-260-1364

3102 Club Meadow Dr.

Garland, TX 75043

[Lavernesnowden@yahoo.com](mailto:Lavernesnowden@yahoo.com)

Family

Trey Harmon

469-688-6289

[treydharmon@gmail.com](mailto:treydharmon@gmail.com)

Co-worker/friend