

Aimmisha Green

Philadelphia, PA - Email me on Indeed: [indeed.com/r/Aimmisha-Green/d9167fba911bc866](https://www.indeed.com/r/Aimmisha-Green/d9167fba911bc866)

WORK EXPERIENCE

Therapeutic Support Staff

Children's Crisis Treatment Center - Philadelphia, PA - 2015 to Present

Responsibilities

Work with in depth knowledge of therapeutic and behavioral techniques

Encourage Clients to model positive behaviors and to advance in therapeutic milestones

Proactive in assisting clients in advancing goals from a treatment plan

Engage in implementing therapeutic activities while connecting with families and the treatment team.

Skills Used

Excellent communication skills with children and families

Report Writing

Goal Tracking

Therapeutic Techniques

De Escalation Techniques

Behavior Management

Safe Physical Practices

Proficiency in Microsoft Word and Excel at the advanced level

Excellent time management and Organizational skills

Team player

Demonstrates ability to complete multiple tasks in a timely and accurate fashion in a fast paced environment

Ability to Multi-task

Substitute Teacher

Acelero Learning Center - Philadelphia, PA - April 2015 to August 2015

Responsibilities

Worked collaboratively with the teacher to ensure a successful operation of both classroom and children's needs

Head Start Ages 3-5

Allotted individual breaks for teachers throughout the day

Worked as a receptionist (monitoring cameras, taking phone calls, and implementing the safety of the children and staff)

Maintaining a clean environment

Home Health Aide

Bayada Home Healthcare - Philadelphia, PA - March 2015 to June 2015

Assisting with personal care task

Assisting with ambulation and exercises

Performing other activities as directed by the clinical care manger including: measuring and preparing special diets, assisting with the use of various equipment, and measuring intake and output.

Assistant Group Supervisor

Brightside Academy - Philadelphia, PA - September 2011 to November 2014

Responsibilities

Provided a safe and nurturing environment for children that encourage their physical, social, emotional, and intellectual development through designing and implementing developmentally appropriate learning curriculum according to guidelines established by Brightside Academy

using the Creative curriculum and 21st Century Skills

Housekeeping including

Mopping, Sweeping, Vacuuming carpets, spraying and making sure bathrooms are cleaned

School age Ages 7-12

Preschool Ages 3-5years

Infants and Toddlers Newborn-2yrs.

Included working in an inclusive classroom with children diagnosed with ADHD, ODD, and Autism

Skills Used

Excellent communication skills with children and families

Behavior Management

Safe Physical Practices

Proficiency in Microsoft Word and Excel at the advanced level

Excellent time management and Organizational skills

Team player

Demonstrates ability to complete multiple tasks in a timely and accurate fashion in a fast paced environment

Ability to Multi-task

Assistant Teacher

Knowledge Tree Learning Center - Philadelphia, PA - June 2010 to September 2011

Responsibilities

Worked to provide a variety of materials and resources for children to explore, manipulate and use both in learning activities and in imaginative play.

Encouraged children to use their social, emotional, physical and intellectual development through designing and implementing a developmentally appropriate curriculum according to guidelines established by creating a weekly lesson plan while using the Creative Curriculum with children ages 2-5 years.

Worked to provide various materials to assist with language disorders, ADHD, ODD and Autism.

Light Housekeeping duties

Skills Used

Excellent communication skills with children and families

Behavior Management

Safe Physical Practices

Proficiency in Microsoft Word and Excel at the advanced level

Excellent time management and Organizational skills

Team player

Demonstrates ability to complete multiple tasks in a timely and accurate fashion in a fast paced environment

Ability to Multi-task

Receptionist/Administrative Assistant(Internship)

Department of Behavioral health - Philadelphia, PA - June 2008 to August 2008

Responsibilities

Answered telephones

directed calls

Compiled, copied, sorted, and filed records of office activities, business transactions and other activities

EDUCATION

Associate's Degree

Community College of Philadelphia

SKILLS

Excellent Communication Skills (6 years), Report Writing (5 years), Goal Tracking (5 years), Therapeutic Techniques (5 years), De Escalation Techniques (5 years), Behavior Management (5 years), Safe Physical Practices (5 years), Microsoft Office (10+ years), Organizational Skills (6 years), Team Player, Multi-Tasking (5 years), Demonstrates ability to complete multiple tasks in a timely and accurate fashion in a fast paced environment (5 years)

CERTIFICATIONS

Proficiency Certificate in Receptionist and Office Clerk (fulfilled requirements for that certification)

May 2015 to Present

CPR

July 2014 to July 2016

CPR/ First Aid Certified

Child Abuse ACT 31

RECOGNITION AND REPORTING CHILD ABUSE

FBI Clearance

Criminal Record Check

Child Abuse History Clearance

ADDITIONAL INFORMATION

Transcripts Upon Request

Able to work a full time shift