

Monique Blake

Trenton, NJ - Email me on Indeed: [indeed.com/r/Monique-Blake/c2282b6e687ffca1](https://www.indeed.com/r/Monique-Blake/c2282b6e687ffca1)

To bring to your organization enthusiasm, dedication, responsibility, and good work ethic, combined with a desire to utilize my skills obtained through previous work experience.

WORK EXPERIENCE

Housekeeping Aide

Atrium Post Acute Care of Hamilton - Hamilton, NJ - December 2014 to December 2015

Responsibilities

- Clean rooms, locker rooms, restrooms, lounges, corridors, hallways, stairways, and other work spaces of the organization while keeping the prescribed health and hygiene standards
- Ensure perfect working of the tools and equipment employed to execute high quality work
- Replenish food supplies, restroom equipment, bed linens, kitchen items, room accessories, and writing supplies
- Make beds and change bed sheets twice a day besides providing laundry services
- Use squeegees, cleaners, and other equipment to dust, clean, and polish window panes and glasses, mirrors, glass partitions, walls, furnitures, house items, fixtures, mattresses, etc.
- Monitor the security of customers' belongings and safety of the delegated areas by sincerely conducting the regular checks. Besides, reporting found articles, thefts, including construction and electrical damages
- Report to the supervisors and promptly respond to the housekeeping needs
- Ensure superior housekeeping standards in all customer areas including the back of house spaces.

Housekeeper

WindCrest Rehab & Nursing Home - Copperas Cove, TX - June 2012 to September 2014

Responsibilities

- Carry linens, towels, toilet items, and cleaning supplies, using wheeled carts.
- Clean rooms, hallways, lobbies, lounges, restrooms, corridors, elevators, stairways, locker rooms, and other work areas so that health standards are met.
- Assign duties to other staff and give instructions regarding work methods and routines.

Certified Nurse Aide

WindCrest Rehab & Nursing Home - Copperas Cove, TX - June 2012 to July 2014

Responsibilities

- Communicate with patients to ascertain feelings or need for assistance or social and emotional support.
- Document or otherwise report observations of patient behavior, complaints, or physical symptoms to nurses.
- Measure and record food and liquid intake or urinary and fecal output, reporting changes to medical or nursing staff.
- Provide physical support to assist patients to perform daily living activities, such as getting out of bed, bathing, dressing, using the toilet, standing, walking, or exercising

Certified Nurse Aide

Greenwood House - Ewing, NJ - November 2011 to March 2012

Assisted residents with bathing, dressing, feeding, lifting and transferring.

- Provided primary resident care and assistance with daily living activities.
- Transported patients to and from different departments.

- Provided treatment within scope of practice as defined by state law.

Assistant Manager

Family Dollar Store - Ewing, NJ - February 2008 to June 2011

Trained, coached and mentored staff to ensure smooth adoption of new program.

- Greeted customers and ascertained customers' needs.
- Computed sales prices, total purchases and processed payments.
- Recommended merchandise based on customer needs.

EDUCATION

Certified Nurse Aide Training Program

Moe Shea Corporation - Bordentown, NJ

2016 to 2016

SKILLS

MS Word

Flow sheet Charting

Strong Communication Skills

Obtaining/charting vitals signs

ADDITIONAL INFORMATION

I have the experience of working with Mentally Challenge Children and Adults in a Nursing home setting.