

# housekeeping abilities

## OPERATIONS ASSISTANT - INGLIS HOUSE

Philadelphia, PA - Email me on Indeed: [indeed.com/r/housekeeping-abilities/84cbf5ca5c1830be](https://indeed.com/r/housekeeping-abilities/84cbf5ca5c1830be)

### WORK EXPERIENCE

#### OPERATIONS ASSISTANT

INGLIS HOUSE - Philadelphia, PA - January 2016 to Present

Assists participants with activities of daily living including transfers, ambulating, toileting, incontinence care, and feeding.

- ☐ Housekeeping and maintenance of clean and sanitary work environment, and assist with laundry as needed.
- ☐ Assists the Program Manager in implementing recreational and leisure programs and activities.
- ☐ Helps to maintain participant files, including filing and clerical work.
- ☐ Must perform great customer service and communication skills.

#### Receptionist

CHESTER VALLEY REHABILITATION AND NURSING CENTER - Malvern, PA - August 2015 to Present

Received, greeted, and directed arriving patients and families in a respectful and courteous manner.

- ☐ Directed inquiries to appropriate staff member while ensuring patient confidentiality.
- ☐ Updated data systems with patient information by scheduling appointments, verifying insurance data, and maintaining accurate health records.
- ☐ Expert in Sigma Login Care, EPIC and nurse call systems in order to provide effective patient records.
- ☐ Facilitated effective communication with appropriate healthcare staff while securing patient information according to HIPPA.

#### RESIDENTIAL COUNSELOR

WOODS SERVICES INC - Langhorne, PA - November 2013 to May 2015

Kept patient's environment safe and hazard-free.

- ☐ Bath, groom, and assist patient with daily living activities.
- ☐ Assist patients in the DD/IDD community with total care.
- ☐ Cook meals, light housekeeping.
- ☐ Offer comfort, support, and redirection during behavioral incident.
- ☐ Implement goals written in ISP and behavioral plans.

#### Health Center Clerk

BEAUMONT AT BRYN MAWR RETIREMENT - Bryn Mawr, PA - October 2010 to May 2013

Facilitated effective communication within healthcare teams by managing patient records, including nursing charts, CNA bedside reports, and physicians' notes.

- ☐ Performed all clerical duties related to the admission, discharge, or death of patients.
- ☐ Secured patient information by performing regular database backups.

#### HOME HEALTH AIDE

RELIANCE FAMILY CARE SERVICES - Philadelphia, PA - April 2010 to June 2012

Providing clients with services that will help improve independence.

- ☐ Maintain and update files for patients.

- Assisting individuals with mobility, providing clients with company socially, helping prepare and serve meals and assist clients with laundry.
- Assisting with grooming, personal hygiene and with needed medications.

## EDUCATION

### **Nursing**

COMMUNITY COLLEGE OF PHILADELPHIA - Philadelphia, PA  
2016

### **Certification**

JKG Development Center - Philadelphia, PA  
2015

### **Nursing**

PENN STATE UNIVERSITY - Media, PA  
August 2009 to May 2011

### **High School Diploma in Training and Certifications**

CREATIVE AND PERFORMING ARTS HIGH SCHOOL - Philadelphia, PA  
June 2009