

# Tia Hopson

## Office Assistant

Philadelphia, PA - Email me on Indeed: [indeed.com/r/Tia-Hopson/9836baf42f8ea2bf](https://www.indeed.com/r/Tia-Hopson/9836baf42f8ea2bf)

Trained Home Health Aide skilled in safely transporting clients using the Hoyer checking for signs of patient distress. Compassionate, reliable and friendly worker dedicated to providing quality care for all patients. Currently CPR certified.

Authorized to work in the US for any employer

### WORK EXPERIENCE

#### Home Health Aide

Pampering Plus Inc. - Abington, PA

##### Responsibilities

Providing personal care, running errands, light housekeeping, transfers, and treating clients with dignity and respect.

##### Skills Used

transferring clients, safety precautions.

#### Daycare Aide

GBT Kids Academy - Philadelphia, PA

##### Responsibilities

Serve children their meals, help feed children their meals, educate children through song and dance, change diapers, keep daycare clean

#### Office Aide

ABO Haven - Philadelphia, PA - June 2014 to July 2014

##### Responsibilities

Collected and distributed paperwork, such as records and timecards, from one department to another. Marked, sorted, and filed correspondence and records. Used office equipment, such as copier, fax and shredder. Filed and maintained documents in an orderly fashion.

#### Mail Clerk

IRS - February 2005 to July 2005

Duties including: filing tax documents

### EDUCATION

#### Veterinary Assistant

Penn Foster - Scranton, PA  
2016

#### certification in home health aide

Chad Home Health Agency - Philadelphia, PA  
2014 to 2014

#### Diploma in Medical Billing and Coding Program

Prism Career Institute  
February 2011

**Diploma**

Olney High School  
June 2002

ADDITIONAL INFORMATION

ICD-9 and CPT coding; HCPCS coding, Preparation of CMS-1500 forms; Records management, Medical terminology; Medical Law and Ethics, MS office applications: Word, PowerPoint, and Med soft, Pharmacology, Front Office.