

Charnele Jackson

Light Housekeeping Meds Bathing Dressing Prep Meals - St.Joseph Villa

Philadelphia, PA - Email me on Indeed: [indeed.com/r/Charnele-Jackson/5073fe48b06adc65](https://www.indeed.com/r/Charnele-Jackson/5073fe48b06adc65)

WORK EXPERIENCE

Housekeeping

Home2 Suites by Hilton - Philadelphia, PA - May 2015 to Present

Responsibilities

- sweep, scrub, mop and polish floors
- vacuum clean carpets, rugs and draperies
- shampoo carpets, rugs and upholstery
- dust and polish furniture and fittings
- clean metal fixtures and fittings
- empty and clean trash containers
- dispose of trash in a sanitary manner
- clean wash basins, mirrors, tubs and showers
- wipe down glass surfaces
- make up beds and change linens as required
- tidy up rooms
- wash windows as scheduled

Medical Assistant

St.Joseph Villa - Flourtown, PA - August 2013 to September 2015

Responsibilities

- Assists With Patients Care Also , Housekeeping, laundry, shopping and errands
- Prepare and serve simple modified diets according to instruction and assist with feeding as necessary
- Assist with bathing, dressing and grooming
- Assist with toileting, including use of bedpan, commode or toilet
- Assist self-directing consumers with transfers and ambulation including use of cane, walker, and wheelchair
- Assist self-directing consumers with medication reminders or refilling the consumer's prescription at the local pharmacy as specified on plan of care
- Provide routine skin care. May assist self-directing consumers in applying nonprescription topical medications to skin surface

Home Health Aide

Total Health Home Care - Havertown, PA - June 2012 to July 2014

- Monitors patient condition by observing physical and mental condition, intake and output, and exercise.
- Supports patients by providing housekeeping and laundry services; shopping for food and other household requirements; preparing and serving meals and snacks; running errands.
- Assists patients by providing personal services, such as, bathing, dressing, and grooming.
- Helps patients care for themselves by teaching use of cane or walker, special utensils to eat, special techniques and equipment for personal hygiene.
- Helps family members care for the patient by teaching appropriate ways to lift, turn, and re-position the patient; advising on nutrition, cleanliness, and housekeeping.
- Records patient information by making entries in the patient journal; notifying nursing supervisor of changing or unusual conditions.

Maintains a safe, secure, and healthy patient environment by following asepsis standards and procedures; maintaining security precautions; following prescribed dietary requirements and nutrition standards

Home Health Aide

America's Home Health Services - February 2012 to November 2012

Dress Bathing Light Housekeeping Toileting Meds Reminder Prep Breakfast Lunch Snack Dinner

Cashier & Flagger

Central Parking - February 2012 to February 2012

02-2012/07-2012 Collect Parking Tickets, Assist With Traffic

File Clerk/Medical assistant

St. Christopher Hospital - Philadelphia, PA - August 2010 to October 2011

Operated Telephone System File Patients Medical Charts Copy And Fax Medical records Place Patients In Room Take Blood Pressure Vital Signs

Housekeeping

Presby Inspired Life - September 2009 to June 2010

Clean assigned resident and public areas daily according to housekeeping procedures, Maintains utility room in a clean and orderly condition receives and stores department supplies and materials Clean all trash rooms, fire stairwells and elevators Restock clean linen closet collect soiled linen from resident areas.

- Diversified Community Service (Assistant) 06-2008/08-2008 Temp Job

Operated Telephone System Printed Bill Statements / Documents, Copied Clients Information

Assistant Teacher

Affordable Child Care - May 2005 to December 2007

Plan Out lesson Plans Prep Breakfast Lunch Snack Toileting Potty Training

EDUCATION

Diploma in Medical Assistant

Harris School Of Business - Upper Darby, PA
2010

Diploma

South Phila High School - Philadelphia, PA
2009