

Brooke cardona

Fall River, MA

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5084963845

Willing to relocate to: Fall River, MA

Authorized to work in the US for any employer

Work Experience

Residential Counselor

Meadow ridge academy - Swansea, MA

September 2017 to Present

Responsibilities

- To protect and support students
- Developing strengths
- Teaching skills / coping skills
- Taking care of students during trips, appointments, and events
- maintain cleanliness/laundry and assist with cleaning

•Accomplishments

- BCC training
- CPR training
- First Aide

Skills used

- Responsibility skills
- A lot of patience
- Writing/keeping track of important information
- Building relationships
- Keeping track of students
- Engaging with students
- writing and remembering information

Banquet Server/ waitress/ host/ customer service

Lafrance Hospitality Company - Westport, MA

April 2011 to Present

Responsibilities

- Served weddings, and many other important days in people's lives
- Greet and seat customers in a timely and friendly manner
- Presented the guests with menus and explained any special cuisines to be served
- Ensured food quality before serving, presented it in the most appetizing way
- Coordinated with other staff to ensure the availability of best service for the guests

Skills Used

- Time Management Skills
- Multitasking skills
- People skills
- Customer service

Residential Counselor

CMHS - Dartmouth, MA

Present

Responsibilities

- taking care of brain injured men
- engaging with clients
- developing strengths
- faxing proper information to pharmacy, Dr. and programs
- handling medication
- recording proper information as needed
- cooking
- cleaning
- appointments
- communicating with family and many drs.
- taking medication orders/picking up meds
- handling phone calls and making appointments

Accomplishments

- CPR/FIRST AIDE
- medication certified
- education class on the brain and how it works
- safety course

Residential Counselor

Crystal Springs Assisted Living - Assonet, MA

April 2015 to September 2017

Responsibilities

- To protect and support students
- developing strengths
- teaching skills
- taking care of students
- meet goals
- maintain cleanliness

Accomplishments

- CPI training
- CPR First aide training

Skills used

- responsibility skills
- A lot of patience
- building relationships
- keeping track of students

- engaging with students
- writing and keeping track of information/ remembering

Retail Sales Associate

Hollister Co - Taunton, MA

January 2011 to June 2012

Responsibilities

- Greet customers in a polite and friendly manner
- Model clothing on every shift
- Fix clothing while helping customers find what they need
- Cash Handling

Skills Used

- Dealing gracefully with customers concerns
- Working under pressure
- Responsibility Skills
- Cultural awareness

Cashier/Customer Service

Taco Bell - Fall River, MA

2010 to 2011

Responsibilities

- Cashier\Drive thru
- Greet Customers in a friendly manner
- Prepare Beverages/food
- Maintain cleanliness
- Cash Handling/ Kept accurate transactions inside of the register
- Stock front counter items/store as needed

Accomplishments

Food safety

Skills

- Use of register skill
- excellent verbal and written communication skills
- answering customers questions in a customer friendly way

Education

Diploma in Child Care

BMC Durfee High - Fall River, MA

September 2006 to June 2010

Skills

- Direct Care

- Disability
- Child Care
- Mental Health
- Direct Support

Awards

Pell grant

June 2010

My essay was picked by the Boys and Girls club of Fall River to receive \$1000 scholarship for college

Certifications and Licenses

Food Handler/Food Safty

January 2011

CPR/First Aid

April 2018 to April 2020

Currently valid

CPI/BCC

August 2016 to February 2018

Currently valid

Med certified

April 2019 to April 2021

Additional Information

I am also a quick learner and easy to get along with. I am very friendly, outgoing and I am a person who does things by the book. I'm willing to learn and do whatever it takes to reach and meet the criteria. I have a three year old and would be very dedicated for not only me but for my daughter as well

Always Brooke C.