Angel Polk

Bealeton, VA, 22712 | 540-229-1175 | ampolk@hotmail.com

# Education

## CERTIFIED NURSING ASSISTANT CLASSES | STARTED 03/16/19 COMPLETION DATE set: 05/12/2019 | EXCEL HEALTH INSTITUTE, MANASSAS, VA

## Personal Care aide certification | February 2019 | home instead senior care

## Standard diploma | June, 2004 | Western albemarle high school

## Web development certificate program | liberty university

* Management of Information Systems
* Application Programming
* Object-Oriented Programming
* HTML & CSS
* PHP & MySQL

# Computer Applications and Experience

* Microsoft OS/Mac OS
* Adobe Dreamweaver/Photoshop
* Knowledge in Visual Basic
* Knowledge in Java/NetBeans IDE
* HTML & CSS
* SEO Optimization/Google Analytics
* Social Media Platforms
* WordPress
* Responsive Website Design
* Cross Browser Compatibility
* GitHub
* Nodejs & NPM
* Twitter Bootstrap
* Javascript
* Microsoft Word/Excel/PowerPoint
* FTP/Filezilla
* CPanel

# Marketing/Advertising (As an Independent Sales Consultant with The Pampered Chef)

* Creating marketing and video demonstrations of products using Social Media
* Coordinating in home parties showcasing The Pampered Chef products using their recipes
* Booth coordination and setup for vendor events
* Sales of The Pampered Chef product line
* Creating online advertising material and promotional flyers
* Creating Sales campaigns via email and calling on customers to book parties

# Personal Care Skills/Experience

* Providing personal care for patients with dementia and special needs
* Provide Companionship/Conversation with residents
* Coordinating activities and field trips
* Transferring patients, use of mechanical lifting assistance devices (Hoyer Lift)
* Housekeeping/Cleaning/Cooking
* Making occupied and unoccupied beds
* Providing personal hygiene, toileting, showering/bathing assistance
* Residents Rights knowledge
* Forms of abuse/neglect knowledge

# Volunteer Work

* Sunday School teacher for grades 3rd-5th (4 years)
* Adult sponsor for Mission Trips for 4 years with high school youth
* Just Ask Human Trafficking Prevention – advertise through word of mouth and social media as well as help with research projects.
* GreenBow Foundation website development and marketing events
* Church website

# Healthcare Certifications

* CPR/First Aid/AED Certified as of 02/09/19 through National CPR Foundation
* Basic Life Support Certification through the American Heart Association March 2019
* Certified Specialized Dementia Care Provider 03/27/2019 through “A Walk in the World of Dementia” trainer Sue Vantine, CM – Certified Dementia Trainer.

# Experience

## Personal care aide | home instead senior care | March 01, 2019 to current

* Travel to Client homes
* Redirection for Dementia clients
* Bathing Clients
* Toileting needs
* Oral Hygiene
* Companionship
* Stand Lift/Hoyer Lift
* Housekeeping/Laundry/Cooking
* Transfers

## Workers’ compensation claims representative | Convergent Revenue cycle management | dec 2009 to Mar 2019

* Use of Flexible Automated Collection System (FACS)/Artiva to view, update and note accounts
* HIPAA/Protected Health Information training
* Medical Record handling
* Medical Terminology
* Contact patient/employer/insurance companies to obtain pertinent information
* Ensure bills process timely and accurately according to state fee schedule or contract
* Knowledge of ICD9 and ICD10 codes/HCPCS Codes
* Worked Motor Vehicle Accident Claims
* Worked Health Insurance Claims

## Web designer/developer | Web designs by angel, llc | Nov 2014 – nov 2017

* Contact potential clients via email, phone, and in person
* Follow up with current clients
* Experience with logo/business card design
* Design/Code websites
* Maintain and update websites
* Back up websites

# References

Beverly Harris

Phone: 571-241-3127

Address: 3504 Enduro Run

Midland, VA 22728

Ellen Torkornoo/Excel Health Institute Instructor

Phone: 571-222-6600

Address: 8647 Mathis Ave

Manassas, VA 20110

Betsy Price

Phone: 540-270-4615

Address: 3500 Courtney School Road

Midland, VA 22728