

# Tatyana Hawkins

Cahokia, IL

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618.797.8925

Authorized to work in the US for any employer

## Work Experience

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### **Certified Nursing Assistant**

Specialized Living Center - St. Louis, MO

November 2017 to December 2019

Collect vitals such as temperature, O2 and blood pressure.

- Assist clients with personal care tasks, such as grooming, dressing, and toileting
- Assist in light transferring and repositioning.
- Observe, monitor and record clients physical and emotional well being.
- Encourage clients to participate in daily activities.

December 2019- Current.

### **Customer Service Representative**

T-Mobile - O'Fallon, IL

June 2014 to August 2017

Communicate with customers via email, telephone and online chat.

- Process orders in a fast paced environment.
- Collaborate with internal departments to meet customer needs.
- Promote additional products

## Education

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### **High School Diploma**

O'Fallon High School - O'Fallon, IL

May 2014

## Skills

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- Excellent oral and written communication
- Trustworthy, respectful and reliable
- Well organized to facilitate independent or team work
- Excellent caring and Connection skills Specialized Living Center Direct Support Person Swansea, IL
- Assist clients with personal care tasks, such as grooming, dressing, and toileting.
- Perform light housekeeping.
- Strong
- passionate

- problem solver.
- Caregiving
- Nursing
- Vital Signs

## Certifications and Licenses

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### **CPR Certification**