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| **Tamara Osburn- Hassan**  **tsosburnhassan21@coe.edu** | (319) 431-1729  2107 Blairs Ferry Rd NE Apt.3  Cedar Rapids, IA 52402 |

# Experience

**Certified Nursing Aide**

Mercy Hospital

Cedar Rapids IA January 2021-present

Assisted with patient care and hygiene. Recorded patient medical histories, vital statistics and test results in medical records. Assist patients with daily living skills, including daily hygiene tasks, dressing, safety compliance etc.

**Certified Nursing Aide**

Unity Point St.Luke’s Living Center West

Cedar Rapids IA August 2020 -January 2021

Assisted with patient care and hygiene. Recorded patient medical histories, vital statistics and test results in medical records. Assist patients with daily living skills, including daily hygiene tasks, dressing, safety compliance etc.

**Living Skills Coach/Program Coordinator** Marion, IA

Tailored Living Jul, 2017 -September 2019

Developed comprehensive treatment plans that focused on accurate diagnosis and behavioral treatment of problems, assisted with teaching daily living skills such as grocery shopping, accessing resources, setting appointments etc. Conducted plan of care meetings to access client needs. Charted and recorded information in client files via electronic documentation.

**General Manager** East Moline, IL

Osburn's Fireplace and Stove Apr, 2009 / Jun, 2013

Developed, implemented and monitored programs to maximize customer satisfaction. Interviewed, hired and trained new incoming employees. Reviewed departmental expenses to stay within allocated budget. Performed general office duties such as filing, answering telephones, and handling routine correspondence.

**Program Coordinator** Hiawatha, IA

Rem Iowa Aug, 2013 / Jul, 2017

Charted and recorded information in client les. Quickly responded to crisis situations when severe mental health and behavioral issues arose. Developed treatment plans. Taught clients anger management techniques, relaxations skills, impulse control, social skills, emotional coping skills and functional living skills. Developed appropriate policies for the identification of medically related social and emotional needs of the clients.

Conducted telephone and onsite interviews for all employees. Conducted staff meetings for all employees.

Collected data and wrote data summaries for individual program plans. Conducted plan of care meetings. Worked closely with employees on DIA regulations and policies.

**Receiving Clerk** Milan, IL

X-PAC May, 2009 / Jul, 2011

Maintained accurate stock records and schedules. Selected products for specific routes according to pick sheets. Processed customs duties and fees quickly to release international shipments. Oversaw special orders and after hours urgent shipping jobs. Unloaded, picked, staged and loaded products for shipping. Conducted monthly, quarterly, and yearly inventories of warehouse stock. Resolved service issues in a timely fashion. Examined contents and compare with records to ensure accuracy.

**First responder/Fire fighter** Alderson, WV

Alderson Federal Fire Department Sep, 2006 / Jun, 2008

Administered first aid and cpr to injured persons. Search burning buildings to locate re victims. Rescue victims from burning buildings and accident scenes. Assess res and situations and report conditions to superiors to receive instructions using two-way radios. Collaborate with police to respond to accidents, disasters and arson investigation calls. Prepare written reports that detail specifics of re incidents.

**Unit Assistant** East Moline, IL

Forest Hill Health and Rehab Jul, 2005 / Apr, 2006

Assisted with patient care and hygiene. Recorded patient medical histories, vital statistics and test results in medical records. Escorted patients to examination rooms and prepared them for physician exams. Ensured HIPPA compliance.

# Education

**COE College**

2021-present

Bachelor’s of Nursing

**Kirkwood Community College**

2019-2021(transfer)

Bachelor’s of Nursing

**University of Illinois in Chicago**

2017/2019

Master of Social Work

**University of Illinois in Chicago**

2009 / 2011

Bachelor of Science: Human Relations

**Pierpont Community and Technical College**

2009 / 2011

Associates of Science: Business

**Skills**

Resident Aide Certification, Medication Manager Certification, Dependent Adult Abuse Training, Informed consent training and proficiency. Certified Nursing AIde, BLS Certification

Proficient in Microsoft Word, Works, Excel, Power point, accounts payable and receivable, accounting ,general office, and internet knowledgeable. Microsoft Office Suite