

# Alaiah Hinton

Milwaukee, WI 53209

[6h8wvhw4cm@privaterelay.appleid.com](mailto:6h8wvhw4cm@privaterelay.appleid.com)

+1 414 249 0247

I have taken Medication and administration, CPR for adult and child. I have experience with giving medication with behavioral clients.

## Work Experience

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### **Caregiving**

Right At Home

May 2021 to Present

Memory care

Redirecting

Bathing

### **Caregiving**

Aj living

September 2020 to February 2021

Redirecting behavioral residents

Cleaning

Cooking

Activity's

Bathing

### **Caregiver**

Bonding love

December 2019 to July 2020

Medication handouts

Cleaning/laundry

Cooking

## Education

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### **High school diploma**

Oak Creek High School

### **Certificate in Office legal assistant**

Bryant & Stratton College-Online

## Skills

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- Cooking

- Laundry
- Legal drafting
- Customer service
- Driving
- Proofreading
- Proficiency with Microsoft Excel and/or other database software
- Excellent written communication skills
- strong organization
- Solid work ethic and the ability to work quickly
- Ability to multitask
- Legal Research
- Strong attention to detail

## Awards

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### **Deans list**

Dens list

## Certifications and Licenses

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### **driver's license**

### **CPR Certification**

March 2021 to March 2023

### **First Aid Certification**