|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| |  | | --- | | MARIE JEAN    **Professional Summary**  Seasoned nursing professional who is willing to relocate offers proven clinical knowledge, natural interpersonal strengths and technical abilities. Knowledgeable about EMR charting, medication administration and interdisciplinary collaboration focused on optimizing patient care and support. Quality-focused and efficiency-driven leader. Patient-oriented Nurse with 7 years of diverse experience in direct patient care, staff supervision, and department operations. Skilled at multitasking and prioritizing patient needs and daily assignments.  **Work History**  Elderly Caregiver, 06/2020 - Current  Papa on Demand, Margate, FL   * Helped residents achieve highest practical physical, mental and psychosocial well-being through individualized attention. * Reported signs of Elderly abuse and witnessed misappropriation to supervisor. * Encouraged Elderly to engage in people-centered activities and participate in community. * Recognized, documented and advised on removal of hazards. * Provided compassionate and patient-focused care to cultivate well-being. * Maintained strong connections within caregiver community to gain continuous knowledge. * Transported clients to and from medical appointments with safety and efficiency. * Completed regular check-ins and progress report for each client. * Cooked meals and assisted patients with eating tasks to support healthy nutrition. * Scheduled daily and weekly care hours for client caseload.   Associate, 06/2021 - 01/2022  Reef Technology, Fort Lauderdale, FL   * Managed customer relations and customer service through daily communication and interaction. * Blocked and faced products on displays and shelves in accordance with company policy. * Managed timely and effective replacement of damaged or missing products. * Greeted customers and directed to requested products. * Stayed current on available products, store promotions and customer service policies to better serve shoppers. * Maintained fitness in order to move merchandise efficiently and safely. * Conducted periodic inventory inspections and reported out-of-stock items. * Completed regular cycle counts and inventory audits. * Completed physical inventory counts each month. * Assisted maintenance team with organizing and cleaning warehouse, stockroom and store near shift close. * Created reports detailing inventory costs, deliveries and usage.   Children's Ministry Director, 01/2010 - 12/2021  Bethlehem SDA Church, Pompano SDA, FL   * Worked with all ages * Delivered constructive feedback on children to parents and guardians and informed of any disciplinary issues. * Adhered to security processes and sign-in and sign-out procedures for children, parents and visitors. * Offered individual attention for children dealing with learning, emotional or home problems. * Evaluated and introduced age-appropriate materials for children and contoured it to lesson plans. * Conducted safety and wellness inspections of facilities and sanitized toys and surfaces. * Recruited and trained volunteers and staff in care of children and facility procedures. * Identified and recruited potential volunteer workers. * Built, managed and upgraded K-12 educational program. * Trained and supervised religious education instructional staff. * Analyzed revenue and program cost data to determine budget priorities.   Library Student Assistant, 01/2019 - 08/2019  Collier Library, Margate, United States   * Processed receipt of new book, audio visual and computer software inventory * Handled receipt processing for book, audio-visual and computer software inventories * Stayed up to date on references, card catalogs and automated information systems to teach and educate patrons * Supported staff with facility maintenance, security, services and daily staff tasks * Stayed up-to-date on university and housing policies and procedures to achieve effective enforcement * Created fliers to post throughout library that would inform visitors and patrons of upcoming events including book clubs, meetings and special programs * Gained strong understanding of various methods for cataloging books and other materials * Handled check-in and check-out process of library books and materials at circulation desk * Safeguarded library book and periodical inventory * Entered and updated lending transactions of library users * Maintained secure environment by monitoring visitors at front desk * Answered questions from patrons and helped to find desired materials * Collected and processed fines on overdue library materials * Greeted patrons warmly and offered to assist with any issues or needs   Direct Support Professional/Front Desk Receptionist, 10/2015 - 02/2018  Neurorestorative, Orlando, FL   * Responded to patient emergencies with immediate care and notified clinicians to provide comprehensive assistance. * Organized paperwork such as charts and reports for office and patient needs. * Documented patient medical information, case histories and insurance details to facilitate smooth appointments and payment processing. * Assisted nursing staff with respiratory, cardiopulmonary and physical therapies. * Helped patients maintain healthy skin by checking wounds, assessing integrity and bathing bedbound individuals. * Helped patients complete activities of daily living. * Used wheelchairs, stretchers and movable beds to move patients between hospital locations. * Cleaned, sanitized and moved hospital equipment. * Obtained patient vital signs and reported results to staff nurse or physician, noting changes from prior measurements. * Assisted with feeding and monitored intake to help patients achieve nutritional objectives. * Prepared and served over 4 nutritious meals each day for 40 people. * Cook nutrient-dense recipes and flexible meal templates to meet nutritional objectives.   Front Office Clerk, 06/2014 - 10/2015  University Of Central Florida , Orlando, FL   * Operate telephone switchboard to answer, screen, or forward calls, providing * Information, taking messages, or scheduling appointments * Greet persons entering establishment, determine nature and purpose of visit, direct or escort them to specific destinations * Schedule appointments and maintain and update appointment calendars * Hear and resolve complaints from customers o public * File and maintain records Certifications CPR American heart * Kept reception area clean and neat to give visitors positive first impression   After-School Counselor, 01/2011 - 12/2011  After School Programs For Kids, Deerfield Beach, FL   * Counsel individuals to help them understand and overcome personal, social, or behavioral problems affecting their educational or vocational situations.Provide. * Crisis intervention to students when difficult situations occur at schools. * Confer with parents or guardians, teachers, administrators, and other professionals to discuss children's progress, resolve behavioral, academic, and other problems, and to determine priorities for students and their resource needs. * Maintain accurate and complete student records as required by laws, district policies, and administrative regulations. * Prepare students for later educational experiences by encouraging them to explore learning opportunities and to persevere with challenging tasks. * Used data to monitor students' progress and recommend solutions for improvement. * Developed new student orientation programs to build excitement around transfer and enrollment. * Assessed student's abilities and recommended degree programs to highlight strengths. * Implemented career counseling path mandated by state, working with parents and students to implement new parent-teacher conference approach. * Maintained positive relationships with students, faculty, alumni and administration. * Resolved conflicts and negotiated mutually beneficial agreements between parties.   Server, 12/2009 - 12/2011  The Forum At Deer Creek, Deerfield Beach, FL   * The forum of deer creek Deerfield beach , FL. * Examine trays to ensure that they contain required items. * Place food servings on plates or trays according to orders or instructions. * Monitor food distribution, ensuring that meals are delivered to the correct recipients and that guidelines, such as those for special diets, are followed. * Load trays with accessories such as eating utensils, napkins, or condiments. * Clean or sterilize dishes, kitchen utensils, equipment, or facilities. * Kept updated knowledge of menu and promotions, recommending specific items according to preferences and food allergies. * Collaborated with kitchen team to support order preparation, manage efficient deliveries and minimize customer service issues by verifying meals.   **Education**  **Associate of Science, Nursing,** 08/2019  Cambridge College Of Healthcare & Technology - Delray Beach  completed all clinical hours and subjects:   * Medical surgical * Pediatrics * Maternity * Psychiatric * Clinical skill   clinicals was completed at a hospital setting.  **Associate of Arts, Fine Arts,** 12/2013  Broward College - Coconut Creek, FL  **High School Diploma,** 06/2010  Northeast High School - Oakland Park  Graduated with a 3.4 GPA  **Affiliations**  BLS for Healthcare Providers, American Heart Association (AHA) Renewal: June 2022  **Certifications**   * First Aid/CPR Certified * Phlebotomy certification * Newborn specialist certification | | |  |  | | --- | --- | |  | 3241 Holiday Springs Blvd Apt # 405 Margate FL, 33063 | |  | (954) 990 9561 | |  | mariejean1091@gmail.com |   **Skills**   * Scheduling appointment * Crisis intervention * Health promotion * Phlebotomy * Word processing * Time management * Problem-solving skills * Cash Handling * File management * Scheduling * Team building * Communications * Team management * Material shelving * Reading and teaching * Vital sign * CPR * Quick learner * Optimistic * Dependable |

.