

Activities Assistant

ROBERT SMITH

Phone: (123) 456 78 99
Email: info@qwikresume.com
Website: www.qwikresume.com
LinkedIn:
linkedin.com/qwikresume
Address: 1737 Marshville Road,
Alabama.

Objective

Seeking an entry level position that will utilize my prior skills and abilities. Also seeking new positions I can learn and explore.

Skills

Microsoft Programs, Communication, Professionalism, Fast Learner

Work Experience

Activities Assistant

ABC Corporation - 2011 - 2015

- Stimulating the patient populous with different interactive activities to keep them focused.
- Provides valuable data used by nursing home staff and health professionals to identify health problems.
- Assist in planning, making monthly calendars of activities, development, coordination, and implementation of varying levels of activities in the nursing home.
- Ability to communicate effectively in english and spanish both orally and in writing.
- Transport and supervise residents in activities outside of normal residing premises.
- On an everyday basis work alongside nurses, doctors and visitors to provide a better patient experience.
- Cleaned the surroundings of the dining room and kept the residents safe.

Main Entrance Receptionist

ABC Corporation - 2007 - 2011

- Greet all incoming doctors, patients, and hospital staff with a warm welcoming smile.
- Received call and route them to the correct department within the hospital.
- Helped residents with crafts, church services, many different in house activities, and trips.
- Observed and reported any notable changes in residents to nursing staff.
- Activities that took place were bingo, crafts, exercise, music events, and many more.
- Involves the resident and family in planning recreation programs, when possible.
- Participates in discharge planning, development, and implementation of recreation care plans and resident assessments.

Education

Associates in Art - 2008(Lorain County Community College)Associates in Science in Biology - 2008(Lorain County Community College - Elyria, OH)