

Objective

Dedicated Activities Volunteer with over 3 years of professional experience. Dependable, team player with excellent communication skills. Also, skilled in accounting and ready to assist in bookkeeping

Skills

Cash-Handling, Telephone Etiquette, Customer Service, Organizational.

Work Experience

Activities Volunteer

ABC Corporation - May 2009 – August 2011

- Assisted the Activities Director in creating and planning activities with the residents.
- Led various small group activities.
- Worked one on one with challenging residents, helped them to have a better quality of life.
- Encouraged residents to make choices for themselves.
- Assisted with some of the residents grooming needs.
- Encouraged social exchange with staff and other residents.
- Collected and recorded data through daily, monthly, and quarterly progress notes.

Activities Volunteer

Delta Corporation - 2008 – 2009

- Conducted individual in-room visits with residents.
- Took residents on community outings.
- Answered telephones and directed calls to appropriate staff.
- Instructed patients in activities and techniques, such as sports, dance, music, art, or relaxation techniques designed to meet their specific physical.
- Running Backtrack 100 Meters, 200 Meters, 4x1 Relay Skills, and Interests Special Skills
Carpentry, Roofing, Siding.
- Coordinate a variety of fun events to include crafts, movies, parties, shopping, camping, geo cashing, karaoke, community projects, and fundraising.
- Worked with the elderly and disabled to provide joy in their days.

Education

Bachelor of Science in Nutritional Sciences - June 2010(University of Florida - Gainesville, FL)