

Objective

Seeking an Entry Level Position where I can utilize and expand my knowledge. Confident and articulate individual with commended ability to work with others to achieve set outcomes. Young yet mature with developed employability skills and personal attributes that support the transition from education to full-time employment. Motivated individual keen to obtain employment in a customer service environment.

Skills

Microsoft word 2007, Microsoft Excel, Medical Terminology, medical law & ethics, Medical Billing, medical documentation, Data Entry, CPT Coding, ICD-9, Type 40 WPM.

Work Experience

Childcare Worker II

ABC Corporation - June 2011 – December 2011

- Observe and monitor childrens play activities.
- Communicate with childrens parents or guardians about daily activities, behaviors, and related issues.
- Keep records on individual children, including daily observations and information about activities, meals served, and medications administered.
- Assist in preparing food and serving meals and refreshments to children.
- Instruct children in health and personal habits, such as eating, resting, and toilet habits.
- Create developmentally appropriate lesson plans.
- Read to children and teach them simple painting, drawing, handicrafts, and songs.

Childcare Worker

ABC Corporation - 2006 – 2011

- Maintain a safe play environment.
- Observe and monitor childrens play activities.
- Communicate with childrens parents or guardians about daily activities, behaviors, and related issues.
- Support childrens emotional and social development, encouraging understanding of others and positive self-concepts.
- Read to children and teach them simple painting, drawing, handicrafts, activities, and songs.
- Discipline children or initiate other measures to control behavior, such as redirecting to other activities.
- Working independently and with a team to provide a positive atmosphere for the children..

Education

Diploma