

# Robert Smith

## Personal Caregiver Head

### **CONTACT DETAILS**

1737 Marshville Road,  
Alabama  
(123)-456-7899  
info@qwikresume.com  
[www.qwikresume.com](http://www.qwikresume.com)

### **PERSONAL STATEMENT**

Seeking employment in a professional organization where I can utilize my education, strong organizational skills and exceptional customer service for professional growth and advancement of the goals of the institution. I am also seeking for a job in helping others in need. Other job positions I'm seeking for and interested in are office work, greeting others, assisting the elderly, becoming a personal caregiver, and customer service.

### **SKILLS**

Microsoft Word, Sales,  
Personal Caregiver,  
Phones, Cashier,  
Customer Service.

### **WORK EXPERIENCE**

#### ***Personal Caregiver Head***

**ABC Corporation - August 2011 - 2019**

##### *Responsibilities:*

- Provide care and companionship for adults and children with special needs.
- Perform housekeeping duties, such as cooking, cleaning, washing clothes and dishes. Also running errands.
- Provide clients with communication assistance and obtaining information for them.
- Prepare and maintain records of client progress and services performed daily.
- Monitor vital signs and administer medications as needed.
- Transport clients to locations outside the home, such as to physicians offices.
- Administer bedside and personal care, such as ambulation and personal hygiene assistance.

### **LANGUAGES**

English (Native)  
French (Professional)  
Spanish (Professional)

### **INTERESTS**

Climbing  
Snowboarding  
Cooking  
Reading

#### ***Personal Caregiver***

**ABC Corporation - 2006 - 2011**

##### *Responsibilities:*

- Answered phone for client and wrote down messages.
- Setup appointments for client.
- Assisted with personal hygiene affairs such as bathing, brushing teeth, and cleaning nails.
- Administered medications.
- Assisted taking client to appointments and lunch and dinner outings.
- The impact I had was my client trusted and depended on me and that meant so much.
- Skills Used Trust worthy skills being on time never late or absent.

### **REFERENCES**

Reference - 1 (Company Name)  
Reference - 2 (Company Name)

### **Education**

- (Belton Honea Path High School - Belton, SC)