

Michele Graham

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Objective

Seeking a position with your organization that will encourage me to utilize my skills and knowledge to provide quality healthcare to residents. Also, develop professional relationships with residents' that will increase my personal commitment in this field.

Volunteer

Teenagers in Charge INC

MARCH 2015-PRESENT

- Developed to help teens build self-esteem
- Participating in educational lectures, and discussing facilitating during the sessions
- Interacting with the teens and help them establish their goals

EducationWorks

MAY 2015-PRESENT

- Engage students in positive activities
- Teach effective ways to resolve conflicts

Employment

Better Home Care

April 2012-Present

- Support resident with weekly shopping i.e. market and produce stores
- Support with scheduled outside doctor appointments i.e. Septa or Taxi
- Support resident with medication pick up
- Assist resident with moving in and out the tub and utilizing a walker
- Complete weekly laundry i.e. wash dry, and fold

Interim Healthcare

October 2011-Present

- Provided nutritional support
- Medication monitoring through the use of supportive listening
- Assist residents' with daily activities of living, i.e. bathing, feeding and toileting
- Provide companionship through professional relationships
- Maintain Confidentiality
- Assist with grooming and dressing

- Provided residents' with mobility in and out of bed and with wheelchair support

Liberty Resources

September 2010-September 2011

- Demonstrated competence with performing errands, meal preparation/clean up, completing weekly laundry, and light house keeping
- Assisted resident with feeding, bedding and personal hygiene
- Supported residents' with outside appointments and activities via taxi, Septa, and personal modes of transportation
- Through Doctor's request, support residents' with medication monitoring

Education

Delaware County Community College

Graduated May 2015

January 2014-Present

Associates degree in Applied Science (Criminal Justice)

Community College of Philadelphia

September 2005-Jauary 2013

Transferred in January 2013

Skills

- Competent in Microsoft Word, Excel, Outlook, PowerPoint
- Operate general office equipment i.e. copier, fax, phones and emails
- Polite and enthusiastic with a diverse population
- Works well with a team or on an individual task
- Ability to work under pressure and maintain a professional and calm attitude
- Have good communication or organizational skills