

## **Shanae Bowser**

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### **OBJECTIVE**

A career in Human Services that create positive client relationships, problem solving, and managing issues and concerns in a timely manner. I want to work with a progressive organization where I can utilize my knowledge and skills for mutual benefits of the company and myself.

### **QUALIFICATIONS**

- Excellent communication and interpersonal skills
- Experience working with diverse population milieu
- Familiar with HCSIS and Therap databases
- Strong computer and data entry skills using Microsoft Suite (Word, Excel, Access, Publisher, Powerpoint and Outlook) (over 50 WPM)
- Well organized, personable, and dependable

### **CERTIFICATIONS**

- HHA Certification / Residential Certified
- CPR, First Aid, and BLS Certified
- Medication Administration Certified

### **EDUCATION**

Kutztown University

**Major-** Criminal Justice (over 60 credits)

Kutztown, PA

Expected Graduation Dec 2018

W.B Saul High School of Agricultural Sciences

Philadelphia, PA

Graduated June 2010

### **PROFESSIONAL EXPERIENCE**

#### **Program Specialist Assistant**

Community Options Inc.

*Sept 2016 to Current*

- Provided facility care for developmentally disabled and geriatric patients.
- Recorded patient's daily behaviors to Therap and HCSIS databases reviewed by Pennsylvania's Department of Human Services
- Administered medications and behaviors daily into Therap databases as well as documentation of dosage, time, and routes overseen by medical physicians and registered nurses
- Prep and sign offs on Pharmaceutical documentation for individual clients
- Provided non clinical clerical support for case workers, physicians, and registered nurses

- Updated information for Individual Support Plan (ISP) to better support staff accommodating patient's needs

### **Intern Coordinator**

Speranza Human Compassion Project

***Feb 2014- July 2016***

- Coordinated research of interns to evaluate performance, productivity, and recommendations for any changes that could strengthen skills.
- Assisted and produced training modules for conferences dealing with information concerning substance abuse, and domestic violence.
- Training modules were used as liaisons between law enforcement and emergency room medical staff to better help assist public with crisis situations.
- Facilitated support groups that helped transition 74% of women and children in the first year into safe shelter environments followed by 12 month assistance programs

### **Food and Nutrition Service Internship Program**

Villanova Global and Public Health Internship

**Sept 2014-Mar 2015**

- Identified potential issues offering strategies for improvement and suggested resources for low income children and adolescents concerning obesity
- Distributed nutritional supplements and samples in community fitness functions expanding awareness
- Provided assistance to community centers in the development and implementation of public health programs.
- Designed and implemented fitness and nutrition programs working alongside registered dietitians
- Twenty six percent of participants successfully completed program regimine, as well as continued follow up care with registered dieticians

***REFERENCES UPON REQUEST***