

# Tabitha Allen

## **Professional summary:**

Philadelphia, PA

[allentabitha0@gmail.com](mailto:allentabitha0@gmail.com)

267-663-6243

Strong leader committed to exceeding goals; dependable and efficient, known for completing tasks in a timely manner and providing coverage at all times; focused on providing best possible customer service and outcome.

Willing to relocate: Anywhere

Authorized to work in the US for any employer

## Work Experience

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### **Home health care aide**

Hosanna Health Care - Philadelphia, PA

July 2016 to Present

Maintain home care records that include any changes in doctor's orders, diet or personal living activities

Help with patient meal and feeding as well basic housekeeping function

Deliver weekly reports to the case manager and review any important changes in the patients condition.

### **Home Health Care Aide**

Excel Staffing Services - Philadelphia, PA

October 2016

I assist the patient in the activities of daily living and provide basic routine care; such as assistance in eating, bathing, brushing teeth giving medicine changing dressing check a patient's temperature and pulse rate, and helping with artificial limbs or walking aid

## Education

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Fel's high school - Philadelphia, PA

September 1993 to June 2006

### **Hospitality management**

OIC Training Academy

## Skills

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Healthcare (4 years), Dressing cleaning making cook washing dishes buffing floor going to the doctor appointment (10+ years)

## Certifications/Licenses

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### **Managing housekeeping operations**

August 2016 to Present

Trained in office/commercial property and hotel cleaning.

Learned plant maintenance as it pertains to the hospitality industry.

Learned the use of germicides and other cleaning agents to avoid hazardous mixtures.

Follow procedures of the use chemical cleaners and power equipment to prevent damages to linens, floors and fixtures.

Trained in cleaning and polishing furniture, fixtures, dust walls and making beds.

Vacuum, sweep and mop. learn emptying trash and disposables in proper areas.

How to keep and organize supply carts.