

Christa Williams  
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Philadelphia, PA 19131  
(215-834-1558)  
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Education:

Brightwood Career Institute (medical assistant) Broomall, PA (August 2015- June 2017)

Haverford High School, Havertown, PA (2010-2013)

Upper Darby High School, Drexel Hill, PA (2013-2015)

Skills: phlebotomy, vital signs, EHR, CPR, glucose testing, urology, medical billing and coding, communication skills, time management, customer service, Safe and healthy environment creation, activity management, exam room prep, preparing and administering injections. Handling cash, cleaning and operating machinery. Cooking, housekeeping..etc, elderly caregiver, 11 years of nanny & babysitting experience/skills with ages from newborn (2 days old) to age 10 years old. 3-5 years Computer and data entry, front desk and assistant skills, Scheduling appointments, answering phones..etc

Qualifications:

- CPR certification(2015)
- Child Care Super Sitter Certification 2008(DCCC)
- Medical Assistant Certificate(March 2016)

Experience:

Bayada Home Health Care: Philadelphia, PA Home Health aid (March 2017 - July 2017)

- assist clients with daily activities they can no longer do alone such as shopping, cooking, laundry, assured help during doctor appts..etc
- light housekeeping such as dishes, vacuuming, dusting disinfect areas of the house..etc.

Jumpstart Learning Center: Upper Darby, PA Toddler Lead teacher & preschool teacher assistant ( August 2016 - February 2017)

- give preschoolers activities teaching wrongs and rights
- provides lunch and snacks
- plays with children
- cares for children until parents arrive.

Family Support Services: Havertown, PA After care teacher/Caregiver (January 2016- June 2016)

- Give the preschoolers activities and work to complete
- Provides snack for preschoolers
- Plays with preschoolers
- Watch over children until parents arrive

Wendy's: Media, PA Cashier & pre-closer(January 2015- May 2016)

- Assist customers with their purchases in the store or drive thru
- Handle cash and credit cards.
- Serve food to customers.
- Bus/ clean tables, and wash dishes.
- Pre close/ mops, cleans machines, and takes trash out.

Personal and Professional References Available Upon Request

References:

Carolann Stevenson

Aston, PA

phone:(610-585-9377)

previous coworker and friend of & 11 years

Pam, Kelly,& Sadie

Media, PA 19063

Phone:(610) 566-4566

Managers at Wendy's

Adrienne Tolvaia

Havertown, PA 19083

Phone:(610) 609-9112

Director In Family Support Services Preschool program

James Lincke

Broomall, PA 19008

Phone:(610) 325-1736

Director of Career Development at Brightwood Career Institute

Vonna Jones

Upper Darby PA, 19082

phone:(215) 833-8909

Director of Jumpstart Learning Center