



Sareen Haines

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PROFESSIONAL SUMMARY

SKILLS

- Sharp
- Quick Learner
- Willing to get Involved
- Enthusiastic Team Player
- Tolerant
- Flexible
- Adjust to Different Situations
- Highly Motivated
- Achieve Set Goals
- Dependable
- Strong work Performance
- Critical thinking
- Group leadership

WORK HISTORY

PARAPROFESSIONAL

01/2024 to CURRENT

Multicultural academy | Philadelphia, PA

- Oversaw students in classroom and common areas to monitor, enforce rules, and support lead teacher.
- Improved classroom management by assisting teachers with behavioral interventions and monitoring student progress.
- Supervised students during non-instructional periods such as lunch, recess, or field trips, ensuring safety at all times.
- Fostered a positive learning environment by establishing strong rapport with students, parents, and faculty members.
- Delivered personalized educational, behavioral, and emotional support to individual students to enable positive learning outcomes.
- Reported on student progress, behavior, and social skills to parents.

PARAPROFESSIONAL

08/2022 to 08/2023

US medical

- Caring for Children and their necessities such as Clothing, Feeding, transportation, social activities, behavioral skills
- Care for students in a school setting Patient Relations
- Maintains CPR certification
- Promotes safe environments for children and families
- Greets and assists the public such as adults and children
- Supervising children in indoor and outside settings
- Work well with others and participate fully in a team oriented environment
- Maintain healthy work space commitment to improving children's excellence

HOTEL RECEPTIONIST

02/2022 to 05/2022

Days Inn Hotel | Philadelphia, PA

- Maintained a professional appearance of the front desk area by keeping it clean, organized, and well-stocked with necessary supplies.
- Provided exceptional customer service for a memorable stay, addressing guest inquiries and resolving issues promptly.
- Enhanced guest satisfaction by efficiently managing check-ins and check-outs at the hotel reception.
- Collaborated with housekeeping staff to ensure timely room availability and cleanliness for incoming guests.

HOME HEALTHCARE AIDE

01/2020 to 01/2022

Sarahcare

- Improved patient well-being by providing compassionate and attentive personal care services.
- Assisted patients with dressing, grooming and feeding needs, helping to overcome, and adapt to mobility restrictions.
- Assisted patients in maintaining mental wellness through engaging conversation and social interaction during visits.
- Supported patients' daily living activities such as bathing, dressing, grooming, and meal preparation to promote independence.

TEAM MEMBER

12/2019 to 02/2020

Chipotle | Philadelphia, PA, USA

PARAPROFESSIONAL / EDUCATION ASSISTANCE

03/2019 to 12/2019

VIP Daycare Center

- Maintained high standards of customer service during high volume, fast paced operations
- Mastered educational software
- Handled currency and credit transactions
- Resolved complaints promptly and professionally
- Following procedures to keep children safe and report any concerns as trained
- Creates a safe environment for children from grades K-12
- 1:1 support for children

INTERN

04/2019 to 06/2019

Philadelphia Zoo | Philadelphia, PA, USA

Fresh Grocer | Philadelphia, PA, USA

03/2017 to 07/2017

02/2016 to 02/2017

EDUCATION



Vision Quest | Philadelphia, PA, USA

High School Diploma
Philadelphia, PA