

Jazzie Levine
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Objective: An entry-level position with a growing company and an opportunity for advancement.

New way Services Inc. **Concord Ca, 94502**
Program Instructor/Care Giver **04/29/2013 to current**

- **Experience:**
- Fed patients who were unable to feed themselves.
- Observed patients' conditions, measuring and recording food and liquid intake and output and vital signs, and reported changes to professional staff.
- Provided patient care by supplying and emptying bed pans, applying dressings and supervising exercise routines.
- Bathed, groomed, shaved, dressed, and draped patients to prepare them for surgery, treatment, and examination.
- Cleaned rooms and changed linens.
- Maintained inventory by storing, preparing, sterilizing, and issuing supplies such as dressing packs and treatment trays.
- Administered medications and treatments, such as catheterizations, suppositories, irrigations, enemas, massages, and douches, as directed by a physician and nurse.
- Responded to written and telephone requests for <what>.
- Prepared, served, and collected food trays.
- Instructed and advised clients on issues such as household cleanliness, utilities, hygiene, nutrition and infant care.
- Administered bedside and personal care, such as ambulation and personal hygiene assistance.

Synergy Conservation Solutions Inc. **Concord Ca, 94596**
Outside Marketing Representative **03/11/2013 to 4/11/2013**
Canvassing and conducted Out door Sales
Explained products and services and priced and demonstrated use of products.
Contacted customers by phone, mail, and in person to offer and persuade them to purchase merchandise and services.
provided clients with estimates of the costs of advertising products and services.
responded to written and telephone requests for Data Manager

Admiral Security Services Inc. **Concord Ca, 94520**
Security Guard **08/25/2012 to 12/16/2012**
Provided Customer Service
Warned violators of rule infractions, such as loitering, smoking and carrying forbidden articles.
Observed departing personnel to guard against the theft of company property.
Permitted authorized persons to enter property.
provided safety in the environment

Antioch Senior Center **Antioch Ca, 94509**
Administration Assistant **06/09/2009 to 09/27/2009**
Directed services, such as maintenance, repair, supplies, mail and files.
Answered telephones to set up appointments
Housekeeping and Maintenance
Served food

Education: **Los Medanos College**
N/A **Pittsburg ca, 94565**
2011-2012

Deer Valley High School **Antioch Ca**
Diploma **2009**

References: Lupe Henry Supervisor (925)688-1522
Syeda (925) 497-1403