

Merrida Mayo
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Dedicated Caregiver experienced in working with disabled patients. Committed to improving overall patient well-being and health through personal care and energetic engagement. Skilled in assisting patients with daily living.

SUMMARY OF QUALIFICATIONS:

- Creative, energetic and positive and hardworking
- Sincerely enjoys the challenge of working with others
- Skilled in handling problem customers with patience and empathy
- Possess excellent written and verbal communication skills
- Outstanding people skills; sensitive in assessing needs
- Extremely punctual and take directions well from supervisors
- Ability to learn and progress quickly
- Adjusts easily to change in the workplace
- An employer can count on me to give 100% effort at all times
- Self motivated, confident and dedicated to quality work

EMPLOYMENT HISTORY: 6/2009-Present

DWM Agape Room and Board Sacramento, CA

Independent Living Skills Instructor/ Administrative Assistant

- Trained adults with disabilities and prepared them in the workforce.
- Accompanied participants to work site; showed and made sure they were familiarized with the site and work to be done.
- Safely transported clients to appointments and meetings
- Performed assessments and assisted participants with areas needed of improvement.
- Responsible for supervising and maintaining a safe environment for adults during daily activities.
- Helped maintain a clean living environment by demonstrating cooking, cleaning and general cleaning around the house.
- Logged all client activities and behaviors hourly.
- Dispensed medications to clients on a timely schedule.
- Kindly greeted and assisted visitors with any questions they may have.
- Helped answer multiple phone lines and taking detailed messages for unavailable staff.
- Assisted in case management such as: documenting, filing and faxing.
- Maintained office files and folders.
- Accurately keyed data into computer databases.

8/2014-1/2016 All Seasons Homecare, Pleasant Hill, CA Caregiver

- Manage patient schedules and make sure all appointments are kept.
- Provided ambulation, eating, dressing and shaving services

- Perform light housekeeping duties and meal preparations.
- Administer medication according to doctor's instructions.
- Helped patients complete prescribed therapy and exercise routines.

2/2015- Present Community Integrated Work Program, Antioch, CA Job Coach Aid

- supervision and training of persons with developmental disabilities in a community setting
- assisting in group activities
- assists in developing and implementing training objectives and interventions strategies for clients

• EDUCATION: Los Medanos College, Pittsburg, CA
Graduation Date: June 2007 GPA 3.00/ 3.50 Diablo Valley College, Pleasant Hill, CA

References available upon request