

Mariale Dehart

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Objective

- Seeking a job as a Human Service Worker to use experience, patience, and empathy gained as a counselor to help guide at-risk/special needs youth/adults to make better choices and to be independent and successful in life.

Education

AAS | 02/2014-Current | JTCC

- Major: Human Services

- Minor: Business

AOS | 10/2015 | Centura College

- Major: Medical Assisting

- Minor: Medical Billing & Coding

Skills & Abilities

- Proficient utilizing Microsoft Word, Excel, PowerPoint, and Outlook
- Highly organized and efficient.
- Proven communication skills.
- Streamline processes by prioritizing multiple tasks, handling administrative projects, and meeting hard deadlines.
- Diverse counseling skills applicable to developmental and physical disabilities, and substance abuse.
- CPR & First Aid certified
- Medication Aide Certified and TOVA

Leadership

- A natural leader with a proven success record and positive attitude.
- Served as first point of contact with clients, set up conference calls, scheduled meetings, and priced and ordered supplies.
- Promoted within first month to administrative assistant and call center supervisor.

Experience

Community Living Counselor | J & D Residential | 10/2015-Current

- Actively support 6-9 individuals with intellectual disabilities to live as independently as possible within our community by providing a platform for learning life skills, applying those skills and working with our individuals to provide opportunities for independent living based on person centered plans. Also, assists with activities of daily living, or ADLs, such as tooth brushing,

showering and cooking, and arranging and transporting residents to appointments. Properly chart and record services rendered in accordance with agency standards.

Medical Assistant/PCA | Care Advocates | 02/2010-10/2015

- Performed direct nursing tasks including taking vital signs, assisting with ADL's, meal preparation, and hygiene needs. Also, assisted in maintaining and providing a clean, safe environment. Charted observations and activities, reporting pertinent changes in the patient's conditions daily while adhering to the Health Insurance Portability and Accountability Act (HIPPA) privacy policies and procedures. Maintain confidentiality of all information pertaining to clients, families and employees.

Name Maricle Dehart

Servers Test

Score 135

Multiple Choice

- 1) Food is served on what side with what hand?
a) On the left side with the left hand
b) On the left side with the right hand
c) On the right side with the left hand
d) On the right side with the right hand
- 2) Drinks are served on what side with what hand?
a) On the left side with the left hand
b) On the left side with the right hand
c) On the right side with the left hand
d) On the right side with the right hand
- 3) Food and drinks are removed on what side with what hand?
a) On the left side with the left hand
b) On the left side with the right hand
c) On the right side with the left hand
d) On the right side with the right hand
- 4) What part of a glass should you handle at all times?
a) The stem
b) The widest part of the glass
c) The top
- 5) When you are setting a dining room how should you set up your tablecloths?
a) Neatly and evenly across the tables
b) The creases should all be going in the same directions
c) The chairs should be centered and gently touching the table cloth
d) All of the above
- 6) If you bring the wrong entrée to a guest what should you do?
a) Go back into the kitchen and patiently wait in line behind the rest of the servers until it's your turn
b) Inform the guests that you will bring the correct entrée once everyone else in the dining room is served
c) Try to convince the guests to eat what you brought them
d) Go back into the kitchen to the front of the line and inform the expeditor that you need a different entrée

Match the Correct Vocabulary

- | | |
|--------------------------|---|
| <u>D</u> Scullery | A. Metal buffet device used to keep food warm by heating it over warmed water |
| <u>E</u> Queen Mary | B. Style of service where food is prepared or served individually at the dinner table to fit the customer's specific taste (i.e. providing dressing and pepper for salad or handing out bread to each patron) |
| <u>A</u> Chaffing Dish | C. Used to hold a large tray on the dining floor |
| <u>B</u> French Passing | D. Area for dirty dishware and glasses |
| <u>G</u> Russian Service | E. Large metal shelving unit for prepared food to be held or for dirty trays to be stored |
| <u>F</u> Corkscrew | F. Used to open bottles of wine |
| <u>C</u> Tray Jack | G. Style of dining in which the courses come out one at a time |