

Brittany Crouch

Simi Valley, CA 93065

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Authorized to work in the US for any employer

Work Experience

Administrative Assistant

Awakenings - Agoura Hills, CA

January 2019 to Present

- I schedule transportation for clients to doctor appointments.
- I assist with neurofeedback set up.
- I write shift notes daily.
- I write group notes for neurofeedback and alpha-stim on Bestnotes.
- I help assist with scheduling and setting up zoom sessions with psychiatrist.
- I call in Rx orders and fill new Rx orders from the doctor.
- i assist our psychologist when needed.
- I manage all UAS and send to lab.
- I file and upload all UA reports to client charts.
- I distribute medication.
- I upload and file documents.
- I order supplies and restock.
- Genesight testing
- I communicate to director and clinicians whenever needed.
- Set up client appointments for blood work and any other appointments needed.
- Bestnotes knowledge.
- Gather client surveys
- Scan and upload insurance correspondence with billing.
- Pay invoices.
- Keep a log of inventory.
- Maintain monthly budget for all facility needs.

Resident Advisor

Alo house - Malibu, CA

October 2017 to December 2018

- I monitor clients and do hourly rounds.
- I take notes on clients charts.
- I distribute clients medication.
- I assist with clients when they are going through a crisis.
- I make clients food.
- I am knowledgeable with Kipu
- I send shift reports of clients where about and where they are at mentally.
- I interact and engage with clients whenever possible.

Support Staff

The Discovery House - Reseda, CA
January 2017 to October 2017

I help assist clients needs.
Make sure the house is cleaned and food is stocked and up to date.
Monitor clients and complete Suicidal logs
Filing paper work and completing shift reports.
Knowledgeable of MI, REBT, trauma informed care.
I help assist and monitor clients that are on detox

Sales Associate

Nadeau - Furniture With a Soul - Sherman Oaks, CA
July 2016 to January 2017

Maintain constant presence on sales floor to address customer needs.
Assist in generating customer invoices for all sales made.
In charge of social media and advertising for new products on the floor.
Perform inventory and restock all products on floor.
Process all receiving shipments coming by truck and mark them for sale.
Maintain a clean and organized store front through restocking and arranging sale displays.

Education

High school diploma

Skills

- Knowledge of health and safety codes and regulations (8 years)
- Experience working in a customer service settings (8 years)
- Well motivated, organized, strong communication skills, and adapt to changing work surroundings (8 years)
- Knowledge of Microsoft Office programs (3 years)
- Performs multiple tasks smoothly and efficiently in a fast-paced environment (8 years)
- Caregiving
- Restaurant Experience
- Serving Experience
- Medical Records
- Vital Signs
- HIPAA
- Google Docs (4 years)
- Medication Administration (4 years)
- Urinalysis (4 years)
- Medical Office Experience
- Microsoft Outlook

- Laboratory Experience
- Insurance Verification
- Home Care

Certifications and Licenses

CPR/AED

February 2017 to February 2021

CCAAP RADT

May 2017