

Brittany Ben Hammouda
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Objective

To obtain a full time position in the caregiving field with the opportunity to advance.

Profile

Motivated, personable business professional with customer service experience and an office background as well as a successful track record of profitable small business ownership. Talent for quickly mastering technology - completed Office Occupations course at HHH Job Corps Center. Diplomatic and tactful with professionals and non-professionals at all levels. Accustomed to handling sensitive, confidential records.

Flexible and versatile - able to maintain a sense of humor under pressure. Poised and competent with demonstrated ability to easily transcend cultural differences. Thrive in deadline-driven environments. Excellent team-building skills.

Skills Summary

Project Management	Front-Office Operations	ADL's (Activities of Daily Living)
Written Correspondence	Marketing & Sales	Bathing/Showering
General Office Skills	Types 60+ wpm	Transferring
Computer Savvy	Customer Service	General Caregiving

Employment History

Homemaker, Rochester MN

November 2001 to present

Managed schedules and logistics for family of three; balanced priorities to create and implement budget; motivated, coached and counseled children; taught and modeled ethics; worked with teachers to closely monitor academic performance; planned, organized and supervised extracurricular school activities; purchased clothing, food and supplies with strong budget constraints; prepared and served multitude of nutritious meals for three and more on occasion; coordinated medical care for all family members; established clear requirements and disciplined children when necessary; drove children to schools, team sports, music lessons and more; negotiated with suppliers; paid invoices; reconciled accounts; arranged for home and vehicle maintenance and repairs; maintained clean home and clothes for family; provided hugs and kisses daily.

Online Consignment Specialist/Tax Preparer, Rochester, MN

November 2008 to Present

Helped individuals, businesses and nonprofit and organizations generate income by photographing, cataloging and selling their new and gently used items on EBay, Amazon and Craigslist. Also planned, prepared and filed yearly tax returns for clients.

Caregiver, Rochester, MN

June 2012 to Present

Provided assistance to residents with tasks involving grooming and personal hygiene; Assisted with daily living activities including light housekeeping, providing dining services, and doing laundry; Lead and attend group activities for social enjoying and learning; Monitored and took action with changes in resident's condition and recommended adjustments in level of care and services; Interacted with residents' families and provided status updates.

Education

SE Technical College - Red Wing, MN
Nursing Assistant, Registered, 2009

HHH Job Corps Center - Saint Paul, MN
Office Occupations, 2001

Lake Superior High School - Duluth, MN
College Prep, 2000

REFERENCES

Maureen Wooten Sunrise Senior Living 4220 55th St NW Rochester, MN 55901 (507) 254-0755 (former employer reference)	Deborah Matzke Sunrise Senior Living 4220 55th St NW Rochester, MN 55901 (507) 280-9148 (former employer reference)	Christina Smith PossAbilities 1026 8th Ave NW Rochester, MN 55901 (507) 398-2625 (former tax client reference)
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