

Diana Carranza

Personal Home Care Aide

Saint Paul, MN
mystery2201@gmail.com - (612)730-7507

Authorized to work in the US for any employer

WORK EXPERIENCE

Personal Home Care Aide

Roger and Mary Ackerman - Salem, NH - March 2012 to December 2012

- Performed housekeeping duties, such as cooking, cleaning, washing clothes and dishes, and running errands.
- Prepared and maintained records of client progress and services performed, reporting changes in client condition to manager and supervisor.
 - Performed health-care related tasks, such as monitoring vital signs and medication, under the direction of registered nurses.
 - Participated in case reviews, consulting with the team caring for the client, to evaluate the client's needs and planned for continuing services.

Front Desk Clerk

Howard Johnsons Hotel - North Plainfield, NJ - May 2008 to August 2010

- Greeted, registered, and assigned rooms to guests of the hotel.
- Verified customers' credit, and established how the customer will pay for the accommodation.
 - Performed bookkeeping activities, such as balancing accounts and conducting nightly shift audits.
 - Posted charges, such as those for rooms, telephone calls, to ledgers.
 - Computed bills, collected payments, and made changes for guests.
 - Recorded guest comments and complaints, referring customers to managers as necessary.

Teller

Charlotte Check Cashers - Charlotte, NC - December 2006 to March 2008

- Cashed checks and paid out money after verifying that signatures were correct, that written and numerical amounts agreed, and that accounts had sufficient funds.
- Entered customers' transactions into computers to record transactions and issued computer-generated receipts.
 - Balanced cash drawers at the beginning and ends of shifts, and calculated daily transactions.
 - Received and counted daily inventories of cash, drafts, and travelers' checks.

Home Health Aide

First Care Inc - Bronx, NY - November 2005 to June 2006

- Maintained records of patient care, conditions, progress, or problems to report and discuss observations with supervisor or case manager.
- Checked patients' pulse, temperature, and respiration.
 - Provided patients with help moving in and out of beds, baths, wheelchairs, or automobiles and with dressing and grooming.
 - Cared for patients by changing bed linens, washing and ironing laundry, cleaning, and assisting with their overall personal care.
 - Entertained, conversed with, or read aloud to patients to keep them mentally healthy and alert.

- Administered prescribed oral medications, under the written direction of physicians or as directed by home care nurse or aide, and ensure patients take their medicine.
- Prepared and served meals to patients and other family members, according to prescribed diets.
- Accompanied clients to doctors' offices or on other trips outside the home.

EDUCATION

certificate in customer service, and Microsoft specialist certify

L.A.R.E - Lawrence, MA

2013 to 2013

Customer Service

Dewitt Clinton High School - Bronx, NY

2005

SKILLS

Bilingual (spanish and english) and grup leader

ADDITIONAL INFORMATION

Administrative skills: Reception, customer service, filing and records management, data entry.

Personal Skills:

Excellent Writing and communication skills, Strong problem solving, Multi-tasking and Prioritizing, effective time management, detail oriented

Languages: English/Spanish with ability to translate