

# Jennifer Vienhage

## Professional Caregiver

Windsor, CO 80550

jennifervienhage6\_k5i@indeedemail.com - 970-690-3202

Hard-working and caring professional looking for a career that focuses on helping people.  
Authorized to work in the US for any employer

### WORK EXPERIENCE

#### **Administrative Assistant**

Eye Center of Northern Colorado - Fort Collins, CO - 2016-08 - 2017-03

Greet and check in patients promptly and courteously  
Correctly organize and put together paper charts for nurses  
File charts in appropriate places where they can be utilized

#### **Paraprofessional**

Thompson School District - Loveland, CO - 2015-10 - 2016-05

##### Responsibilities

Help with instruction in the classroom, as needed  
Make sure the children use safe practices in a classroom setting  
Learn different techniques for de-escalating behaviors  
Create a plan of success for each child  
Act as a mentor and role model in the classroom

##### Skills Used

CPI training, QMAP, CPR and First Aid, Nurtured Heart Approach

#### **Paraprofessional Educator**

Reflections For Youth, Inc. - Loveland, CO - 2015-04 - 2015-10

##### Responsibilities

Help with instruction in the classroom, as needed  
Make sure the children use safe practices in a classroom setting  
Complete necessary paperwork for social workers and psychologists  
Act as a mentor and role model in the classroom

##### Skills Used

CPI training, QMAP, CPR and First Aid, Nurtured Heart Approach

#### **Patient Sitter**

University of Colorado Health - Fort Collins, CO - 2014-07 - 2015-03

##### Responsibilities

Successfully communicate the status of each patient upon each shift change  
Ensure that the patient is safe at all times by looking and listening  
Correctly take vitals and document them in the computer  
Assist nurses with ambulating, changing bedding, feeding, and positioning, as needed

Skills Used  
Vital signs  
EPIC training  
Compassion

**DSP (Direct Support Professional)**

Otero Corporation - Windsor, CO - 2013-12 - 2014-03

Responsibilities

Successfully pick up and drop off each client from their host home provider daily  
Make each day a better day for our developmentally disabled clients  
Correctly fill out necessary paperwork and incident reports, as needed  
Always have new ideas to make the program more successful for clients

Skills Used  
People Skills  
Creativity  
Computer Skills  
Clean driving record  
Positive, upbeat personality

EDUCATION

**Associates of Applied Science**

Aims Community College - Greeley, CO  
2013

**Certificate in Phlebotomy**

Aims Community College - Greeley, CO  
2013

ADDITIONAL INFORMATION

QUALIFICATIONS

- Hard-working
- Dependable
- CPR, CPI certified
- Compassionate
- Quick Learner