



# LEA MOORE

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## PROFESSIONAL SUMMARY

I would like to become a part of a team that challenges my skills and that effectively utilizes analytical while interpersonal and leadership skills to achieve solutions as well as grow my skills and knowledge while working for the objectives of the organization.

## SKILLS

- Managing records/logs
- Documenting
- Microsoft Proficient (word, excel, PowerPoint, Outlook)
- Ability to adapt
- Customer Service
- Ability to problem solve
- Research and take initiative
- Materials preparation
- Organization
- Project organization
- First Aid/CPR
- Data entry
- Self-motivated
- Food preparation

## EDUCATION

**GED - 2019**  
**Red Rocks Community College - Lakewood, CO**

**CPR/AED/Frist-Aid - Certificate - 2022**  
**National CPR foundation - Online**

**Tri-County, CO Food Handler Course - Certificate - 2022**  
**State Food Safety - Online**

**Q-Map - Certificate - 2022**  
**Metro Life Medical Education - Wheat Ridge, CO**

## WORK HISTORY

**Hostess - May, 2019 to September, 2019**  
**Danny's Carnation Restaurant - Denver, CO**

- Performed Closing Duties Which were not limited to cleaning, stocking, folding silverware, totaling sales, Tipping out waiters Etc.
- Greeted Guests in Welcoming Manner.
- Provided accurate wait time, rotated seating chart
- Monitored the floor during rush hour to ensure wait time was not exceeded.
- Guided Guests to the designated refreshments.
- Helped team members from all departments whenever necessary to maintain high level customer services and a positive work environment .

**Caregiver - June, 2020 to July, 2022**  
**Caregiver - Denver, CO**

- Study all assigned resident's chart, so I can maintain a safe environment and administer medications.
- Actively engage with my assigned resident through conversation and companionship and attention to safety.
- Perform housework duties with objective of maintaining a clean and orderly environment for the resident,
- Prepare meals hand help with grocery lists.
- Provide daily reports that outlines completed tasks, activities, and concerns.
- Assist the resident with daily activities such as bathing, dressing, utilizing the restroom, eating and mobility.
- know location of each resident when assigned to a home.
- Work with other caregivers, when working in a facility, when charting difficult clients.
- Get familiarized with behaviors that are associated with different diseases not limited to dementia, Alzheimer's. AIDS, mental disabilities as well as clients that are under hospice.
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**Activity Assistant** - July, 2022 to October, 2022

**Gardens Care Senior Living - Homestead** - Lakewood, CO

- They visit with residents individually to get to know them
- Assure residents are supervised at all times while in planned groups/outings, assist in tasks related to resident as necessary.
- Self-motivating, will train for competency and understanding of dementia, diet restrictions, policy and procedure,
- Provides residents with opportunities and choice consistent with
- Keeping records regarding event planning resources, participant interest, and other notable information, such as injuries or behavioral incidents.
- Planning and facilitating daily, weekly, and monthly events to encourage socialization, relaxation, and recreation.
- Implementing activities that accommodate those with special needs.