

Jelissa Patterson

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Mission Statement

To improve efficiency and productivity by attaining new skills and necessary experience.

Experience

- **Brookdale Senior Living** **Denver, CO**
Resident Care Associate (Memory) *January 2011-December 2012*
 - Assist disabled and elderly residents with their daily activities, including personal hygiene
 - Take action when a resident's safety is believed to be threatened
 - Maintained daily resident records
- **Accelerated Home Health Care** **Denver, CO**
Personal Home Care Provider *June 2010-January 2011*
 - Assisted elderly and/or disabled adults with daily living activities in their home, including cleaning the house, and picking up their medication
- **Woodridge Terrace** **Commerce City, CO**
Medical Assistant Externship *August - October 2009*
 - Checked vitals of patients
 - Bathed patients and prepared patients for discharge and daily activities
 - Maintained patient charts
 - Ensured patient's dietary needs were met
 - Assisted patients with medical and non-medical needs

Education

- **American Intercontinental University** **Hoffman, IL**
Associates in Business Administration *Graduated February 2011*
- **Concorde Career College** **Aurora, CO**
Medical Assistant *Graduated October 2009*

Skills

Word Processing: Experience with Microsoft Office, including Excel and Powerpoint

Operating System Experience: Experience with recent Windows versions, including XP, Vista, and 7

Miscellaneous: HIPPA Certification, OSHA Certification, Medical Terminology, Anatomy and Physiology, and QMap Certified

Awards and Acknowledgements

- Dean's List, American Intercontinental University

References

All references will be furnished upon request.