

**Patricia Poss, 64 Delaware St, Walton NY 13856**  
**(845)532-7396 or (607)510-4131**

### ***Professional Experience***

#### **Rehab Assistant**

**UHS of Walton, 1 Titus Place Walton NY**  
**(607)865-2400**

*September 2013-present*

- Attending to patients needs and assisting with issues of addiction.
- Checking through patient files for accuracy , correcting any errors.
- Assist patients in social activities such as outside activities, crafts, walks etc.

#### **Bookkeeper/ Assistant**

**Dennis Dunn, Helarude Rd, Afton NY**  
**(607) 275-1501**

*July 2010-September 2012*

- Worked with different software applications such as Microsoft Office and Excel spreadsheets to create templates used for business transactions and itineraries.
- Balanced business and personal bank accounts, paid and sent bills including charitable contributions.

#### **Personal Care Aide/ Office assistant**

**Robynwood Home for Adults, 43 Walnut St. Oneonta NY**  
**(607) 643-0193**

*May 2002-2006*

- Assisted residents with daily tasks such as meals, hygiene, mobility and administering medication
- Part-time supervisor duties including employee scheduling, communicating with family members concerning residents emotional and physical status and documenting reports
- Making all required Dr appointments and ensuring all medication lists are accurate and up to date and calling in any new medication orders and counting all controlled incoming medications.

#### **Housekeeping Supervisor**

**Holiday Inn , RT 23 Southside Oneonta NY**  
**(607) 433-2250**

*July 2003-2006*

- Cleanings and inspections
- Ordering supplies, assigning rooms to the staff, pre check in room inspections
- Ensuring staff has adequate supplies to work efficiently.

## Education:

### **Administrative Office Procedures**

PENN FOSTER ONLINE COLLEGE

*November 3rd -- Present*

- Math
- Typing
- Computers- Microsoft, Excel spreadsheets
- Accounting
- Intro to Insurance
- Business Law 1

### **Bookkeeping**

PENN FOSTER Online University

*Graduated April 2012*

- Business Management
- Accounting basics
- Windows Operating
- Typing
- Small Business Accounting

### **General Studies**

Sidney High, Pearl St. Sidney NY 13856

*Ged Graduate 1987*

- My High School courses consisted of general areas of study including Math, English, Art and Science
- Physical Education - Field hockey
- Extra curricular -Band, Metal Shop and Home Economics

### *Additional Skills:*

- **I am proficient in computers. I am organized and follow directions well. I work well with others as well as independently.**
- **I have experience in working with the elderly and disabled. I have good listening skills and communicate well with others and always helping those in need of my assistance to maintain dignity and self-sufficiency and seeing that those I assist have the best quality of life I can help provide for them.**
- **I have had special training in HIPAA materials and understand the importance of confidentiality and the proper procedures of handling sensitive information and implementing a high standard of work ethics.**
- **I have knowledge of OSHA procedures and MSDS materials and the procedures on handling proper information pertaining to them.**
- **I have experience in cleaning service. I have been trained in many areas of cleaning services including water damages, fire damages, routine house cleaning and inspections of areas that need to be in top condition. I have gained knowledge of mold hazards and methods of cleaning and restoring mold infestation, soot damage and more.**

### *Personal References*

**Connie Roulph, Waitress, T.A's diner  
Walton NY (607) 435-1558**

**Ellen Alfert, Amphenol  
Sidney NY (607) 226-7760**

**Leigh Guarasci, Mead  
Sidney NY (607) 643-5263**

