

Jorgianna Paulino

Fast learner and great multi tasker

Westerly, RI 02891

janna.pfastfrontierllc@gmail.com

+1 401 601 9217

Direct Support professional with excellent people skills and dedicated work ethic. Excellent multi-tasker and demonstrated team player with a positive attitude.

Core strengths

Strong organizational skills

Active listening skills

Courteous demeanor

Energetic work attitude

CPR certified/ CPI certified

Financial budgeting skills

Excellent customer service skills

Adaptive team player

Data entry and documentation

Typing 90 WPM

Strong problem solving abilities

Authorized to work in the US for any employer

Work Experience

Direct Support Professional

FRANK OLEAN CENTER - Westerly, RI

October 2021 to Present

Care for individuals with intellectual developmental disabilities. Cook, clean bedding, wash clothes, and assist with Using gate belt to assist individuals who are not able to move for themselves. Teaching hygiene care and self care to individuals. Creating daily activities and executing them. Toilet and assist individuals. Assist individuals with AFO and stander use. Assist individuals with daily errands such as grocery shopping, paying bills, appointments and community outings. Demonstrate knowledge of hipaa privacy and security regulations by appropriately handling patient documents.

Independent Contractor

Maplebear - Westerly, RI

March 2020 to Present

- Understanding specific needs and requirements of clients.
- Take telephonic orders of customers and cater to their needs accordingly
- Shop for specific items in grocery stores
- Deliver products to customers' homes or business.
- Communicate directly with customers to ensure exceptional experience.
- Keep records and purchases, sales, or requisitions.

CASHIER/PHARMACY PERSONNEL/CASHIER/CAP 1 associate/ sales

WAL MART INC

November 2012 to August 2018

Maintaining a safe and clean pharmacy by complying with procedures, rules and regulations.

Providing excellent customer service to healthcare providers and patients whether it's by telephone or in person regarding medical or insurance inquiries.

Organizing and stocking medications for dispensing.

Contributing to work the force by being a strong and productive team player.

Education

College Degree in Psychology

Southern New Hampshire University - New Hampshire

August 2021 to Present

High school diploma in Basic education

Smart horizons online high school diploma - Florida

January 2018

Skills

- Telecommunication
- Store Management Experience
- Shift Management
- Phone Etiquette
- Cashiering
- Office Management
- POS
- Computer Skills
- Developmental Disabilities Experience
- HIPAA
- Laundry
- Microsoft Outlook
- Medication Administration
- Home Care
- Meal Preparation
- Vital Signs
- Cleaning Experience
- Caregiving
- Teaching
- Medical Records

Certifications and Licenses

Office management

January 2018 to Present

CPR

Present

CPI

Present