



# Ann Marie Finlayson

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Jamaica, NY 11436

## PROFESSIONAL SUMMARY

Skilled worker with proven ability to perform variety of tasks, including customer service, and special projects. Ability to multi-task, work independently and within teams in fast-paced, high-volume environments. Flexible work and shift schedule. Excellent work performance and attendance record.

## SKILLS

- Good listening skills
- Recordkeeping strengths
- Quick learner
- Works well in diverse team environment
- Ability to work independently
- Ability to lead teams

## WORK HISTORY

### ADMINISTRATIVE ASSISTANT

03/2021 to Current

#### Emilia's Kids | Queens, New York

- Running background checks
- Looking over and approving invoices before they are sent to billing
- Familiar with Paychex & Provider Soft system
- Completed clerical tasks including filing
- Provided support for new & current employees
- Maximized smooth office operations by updating employee files and communicating with statewide agencies
- Disseminated inquiries to appropriate departments
- Assisted with data entry

### TEACHER'S ASSISTANT

01/2016 to 03/2021

#### The Heartshare School | Brooklyn, New York

- Provides one-on-one ABA Discrete Trials to up to 8 students
- Assist in the planning of weekly lessons and daily activities
- Provides one-on-one care for children with autism spectrum disorders ages 11-21
- Collects Communicate with parents/caregivers regarding student progress
- Student specific data
- Participates in after-school program for up to 20 kids with autism spectrum disorders
- Used behavior modeling and specialized teaching techniques to share and reinforce social skills
- Organized classroom materials to help teachers prepare for daily instruction and activities
- Kept classrooms clean, neat and properly sanitized for student health and

classroom efficiency

- Supported student learning objectives through personalized and small group assistance to support classroom instruction

**NURSING ASSISTANT**

*01/2014 to 01/2016*

**Bridgeview Rehabilitation Center | Whitestone, New York**

- Monitored, tracked and conveyed important patient information to healthcare staff to help optimize treatment planning and care delivery
- Assisted patients with mobility needs, including moving to and from beds, organizing wheelchair and preparing assistive devices
- Cleaned and prepared rooms between patients, using aseptic technique to prevent infections and cross-contamination
- Gathered dietary information, assisted with feeding and monitored intake to help patients achieve nutritional objectives and support wellness goals
- Helped patients effectively manage routine bathing, grooming and other hygiene needs

**LOBBY ATTENDANT**

*01/2014 to 01/2015*

**AirServ Cooperation - Customer Reprehensive JFK Airport | New York, NY**

- Checked boarding passes and luggage's
- Assist passengers who needed wheelchair
- Acting Lead
- Performed visual evaluation for signs of counterfeit tickets
- Greeted customers with smile and provided friendly, knowledgeable service

**EDUCATION**

**Nursing Assistant Certification**

*2014*

**New York Institute Healthcare Careers Inc, New York, NY**

- Received NYS certification

**EKG.EKG, Phlebotomy Certifications | Medical Assisting**

*2012*

**Oneonta Job Corps Academy, New York,**

- Member of student body government
- Awarded student of the month, most prepared
- President of my dormitory

**Nursing Assistant Certificate**

*2007*

**Royal Caribbean Institute, Montego Bay**

- Graduated nursing assistant (Jamaica W.I)

**High school certificate and Diploma | Sciences**

*2006*

**Muschett High School, Jamaica, West Indies**

- Elected Captain of netball team
- Member of student body organization

**Duncans All Age School**

*2001*

## SKILLS

- Good listening
- skills Recordkeeping strengths
- Quick learner
- Works well in diverse team environment
- Ability to work independently
- Ability to lead teams
- Autism Experience
- Special Education Teaching
- Applied Behavior Analysis
- Classroom Management
- Early Childhood Education
- Behavioral Therapy
- Experience with Children
- Experience Working with Students
- Classroom Experience
- Paychex
- Childcare

**LANGUAGE** English- Expert