

Claudette dePass

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Summary: Seeking a position that will utilize my skills and offer the chance for advancement as well as allow me the opportunity to gain additional skills & experience. Dedicated and with exceptional work ethics. Works well under pressure, multi-task, fast learner, highly responsible, reliable and inter-personal skills.

Work History (Patient Care):

Rhoda Henick – Rhoda Henick, 7202 Woodbridge Circle, Boca Raton, FL 33434

Presently caring for a 86 year old Demented patient 3 days a week. Prepare all meals, gives her medication and takes her to Doctor recommended activities. No housework required.

Elayne Sigel – 4740 S. Ocean Blvd, Highland Beach, FL 33487 – December 20, 2014 – October 24, 2018 (relocate to New Jersey)

Lived on premises Monday through Friday - nurse patient back to full health that had several medical issues.

Prepare daily meals: breakfast, lunch and dinner, make her bed, light housework, wash, and iron & fold laundry. Make her Doctor's appointment was kept and medications taken on time. She used a walker to assist her.

Lillian Stein – 561-482-1284: April 2011 – November 2013 (Companionship 20 hours per week) 9:00am – 1:00pm

Monday: upon arrival, prepare bathe for patient shower, make bed & prepare breakfast. Take patient to therapy, food shopping, make dinner.

Tuesday: Prepare bathe for patient morning shower, make bed, Doctor's visit then prepare dinner

Wednesday: Same as above

Thursday: Prepare bathe, change bed linen, prepare breakfast – Wash, iron & fold clothes

Friday: Prepare bathe, clean entire house (vacuum & wash floor)

Doctor Irwin Bestman – Boca Raton, Florida May 2008 – February 2011

Front Office/Authorization & Referral

Performed clerical duties, such as Micro Soft Word & Excel

Answer phones, schedule appointments and filing

Insurance Verification/Referral/Authorization

Prepare patient charts

Schedule appointments and register patients in and out

Carrier Corporation – Sales Department August 2005 – April 2008

Customer Service: Answer phone and direct calls to department; provide information to technicians for class to upgrade their certification. Download new unit manuals to distribute to the Sales team.

Register to multiple Temporary/Permanent Employment Agency – January 1998 through 2005

Administrative Assistant/Customer Service Representative: Represent the agency on assignments on a short term basis with different corporation doing administrative duties. Needed the flexibility of working temporary due to parents & sibling illness.

Essence Communications, Inc. – 1500 Broadway, New York, New York 10017 1987 – 1997

Department Administrative Assistant

Personal assistant to the Senior Vice President of Subscription/Circulation department. Answer department phones, set up appointments, make travel arrangement and prepare itinerary for department managers. Renew magazine subscription for subscribers and submit change of address. General administrative duties.

Skills:

Micro Soft Word & Excel, Scanner, Fax machine

Referrals: Upon request