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| **TaMeka****Smith**

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|  | tmeekasmith@rocketmail.com |
|  | (850) 445-1197 |
|  | Crawfordville, FL 32327 |

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| **Skills*** Problem resolution
* Documentation and reporting
* Troubleshooting
* Age-appropriate activities
* Supervision
* Student progress reporting
* Lesson planning
* Student counseling
* Supporting personal needs
* Patient privacy
* Dementia and Alzheimer's knowledge
* Documenting behaviors
* Companionship and emotional support

**Education**Keiser Career College - Tallahasse, Fl Tallahassee, FL•  01/2005*Associate of Science*: Medical Assisting  |

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| **Professional Summary**Versatile Special Education Teacher with a focus on individual student needs across academia and emotional development. Empathetic and accommodating in the design and implementation of hands-on lessons, which cater to diverse learning abilities. Proficient in employing constant communication, patience, and positive reinforcement in team efforts to deliver exceptional educational tools, fostering academic achievement. |
| **Work History**Wakulla County School Board - ESE/EBD Paraprofessional Crawfordville, FL  •  08/2017 - Current * Delivered effective and differentiated classroom instruction to diverse range of developmentally challenged students.
* Organized instruction material, including constructing bulletin boards and setting up work areas.
* Redirected students using Positive Behavior Support (PBS).
* Led activities that developed students' physical, emotional and social growth.
* Cultivated connections and strong student rapport to foster classroom engagement, in addition to recording student progress to inform parents and school administration.
* Instructed students in academic areas reading groups.

Dupont-Smith Medical - Certified Nursing Assistant Crawfordville, FL  •  01/2008 - Current * Helped patients effectively manage routine bathing, grooming and other hygiene needs.
* Obtained client medical history, including medication information, symptoms and allergies.
* Facilitated activities of daily living, including personal hygiene management, feeding and ambulation.
* Assisted patients with mobility needs, including moving to and from beds, organizing wheelchairs and preparing assistive devices.
* Conferred with multidisciplinary healthcare team to help effectively manage patient conditions with regular testing and vitals assessments.
* Checked patient vitals such as temperature, blood pressure and blood sugar to stay on top of symptoms and keep family informed of changes.

Westminster Retirement - Activities Assistant Tallahassee, FL  •  01/2017 - 08/2017 * Helped residents build and maintain interpersonal relationships, social skills, mental abilities and confidence.
* Supported safety of all individuals with disciplined enforcement of consistent policies.
* Scheduled movies, entertainment and other special events.
* Coordinated and lead activities for small groups of recreational users.
* Instructed participants on safety techniques and specific activity requirements.
* Enhanced activity strategies to help users of different ability levels engage in activities.
* Documented preferences and helped develop relevant activities.
* Designed customized client programs to meet individual fitness needs.

Broadview ALF - Activities Assistant Crawfordville, FL  •  01/2014 - 01/2017 * Scheduled movies, entertainment and other special events.
* Coordinated and lead activities for small groups of recreational users.
* Boosted diversity of recreational offerings by developing and overseeing new programs.
* Instructed participants on safety techniques and specific activity requirements.
* Provided respectful mobility assistance to individuals needing extra support.
* Coordinated off-site activities and accompanied residents throughout excursions.
* Promoted exceptional quality of life for all residents by innovating, organizing and conducting entertaining and stimulating activities.
* Designed enjoyable and innovative customized training programs based upon fitness goals.

Dr.Ibn Imani - Medical Assistant Tallahassee, FL  •  01/2008 - 01/2014 * Prepared patients for X-rays, electrocardiograms, suture removal and dressing changes.
* Implemented care and efficiency improvements to support and enhance office operations.
* Prepared blood, urine, stool and sputum lab specimens for diagnostic evaluation.
* Collected and documented patient medical information such as blood pressure and weight.
* Oriented and trained new staff on proper procedures and policies.
* Performed clerical duties, such as word processing, data entry, answering phones and filing.
* Promoted office efficiency, coordinating charts, completing insurance forms and helping patients with diverse needs.
* Updated inventory, expiration and vaccine logs to maintain current tracking documentation.
* Supported duties for diagnostic and technical treatment procedures, such as setting up and operating special medical equipment and apparatus.
* Collected all pertinent data and calculations to aid physician in interpreting results.
* Explained procedures to patients to reduce anxieties and increase patient cooperation.
* Documented vital signs and health history for patients every .

Palm Grove Apt. - Leasing Consultant Tampa, FL  •  01/2006 - 01/2008 * Kept records accurate, detailed and fully compliant with reporting requirements to meet all state, local and federal housing requirements.
* Collected rent and tracked resident payments and information.
* Kept meticulous records of all correspondence between management and tenants.
* Marketed property to local businesses through collateral, emails and phone calls.
* Toured property with prospective tenants and provided wealth of information in regards to its key features.
* Oversaw monthly collections of over in funds, maintaining high payment rates by building positive relationships with tenants.
* Maintained operational facilities attractive to potential tenants by organizing regular maintenance, major repairs and capital improvement projects.
* Distributed and followed up on tenant renewal notices.
* Performed background checks on apartment applicants.
* Resolved conflicts between tenants regarding noise, encroachments and parking.
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