

EMILY FITE



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Greenfield, OH 45123

PROFESSIONAL SUMMARY

Organized and dependable candidate successful at managing multiple priorities with positive attitude. Willingness to take on added responsibilities to meet team goals.

SKILLS

- Forklift Operator Certification
- Time Management
- Coaching and Mentoring
- Recordkeeping Accuracy
- First Aid Certification
- Scheduling Medical Appointments
- Emergency Situations
- Community Integration
- Care Plan Assessment
- Employee Recruitment and Hiring
- Vital Signs Management
- Client Records Management
- Coaching Patients
- Laptop and Tablet Operation
- Behavior Redirection

EDUCATION

North Adams High School
Seaman, OH • 05/2014
High School Diploma

WORK HISTORY

Walmart Distribution Center - Forklift Operator

Washington Court House, OH • 08/2021 - Current

- Unloaded and stacked materials by raising and lowering lifting devices.
- Unloaded materials and goods at designated locations for best project availability.
- Transported goods between warehouse locations according to shipment and storage needs.
- Wrapped pallets in plastic wrap and attached merchandise tags to prepare for shipping.
- Boosted team performance by moving materials with forklifts, cranes and other equipment.
- Communicated with floor managers to determine merchandise placement.

Total Home Care Solutions - Direct Support Professional Supervisor

Cincinnati, OH • 02/2018 - 07/2021

- Maintained clean, safe and well-organized patient environment.
- Assisted disabled clients to support independence and well-being.
- Updated patient files with current vitals, behaviors and other data relevant to treatment planning.
- Monitored progress and documented patient health status changes to keep care team updated.

- Recruited, hired and trained all staff, providing direct supervision, ongoing staff development and continuing education to employees.
- Developed and updated policies and procedures, maintaining compliance with statutory, regulatory and local, state and federal guidelines relating to HIPAA, benefits administration and general liability.

Brown County Senior Citizens - Direct Support Professional

Georgetown, Ohio • 05/2016 - 02/2018

- Assisted disabled clients to support independence and well-being.
- Maintained clean, safe and well-organized patient environment.
- Monitored progress and documented patient health status changes to keep care team updated.
- Administered medication as directed by physician.
- Updated patient files with current vitals, behaviors and other data relevant to treatment planning.
- Supervised daily activities and provided assistance to staff.
- Monitored client vital signs, administered medications and tracked behaviors to keep healthcare supervisor well-informed.