



JADE BAPTISTE

MEDICAL & CHILD CARE PARAPROFESSIONAL



(470) 357-5703



jadebaptiste21@gmail.com



Lawrenceville, Ga

SKILLS & CERTIFICATIONS

- CPR/First Aid Certified
- Child/Infant Care
- MS Proficient
- In-Patient Care
- Bookkeeping
- Customer Service
- Tutoring (ages 4-18)
- Leadership
- Conflict Resolution
- Adaptability
- Time Management

EDUCATION

Atlanta Adventist Academy

2013 - 2017; Duluth, Ga
High School Diploma

Southern Adventist University

2017-2020; Collegedale, Tn
54 Credit Hours Completed

Atlanta Technical College

2022-2023; Atlanta, Ga
Currently Enrolled

REFERENCES

Dimel Capers, Supervisor CHI Memorial Hospital

(470) 584-0421
dimelcapers@gmail.com

Erica Felton

(470) 269-0932
erica.felton@yahoo.com

PROFILE

Currently studying at Atlanta Technical College with an extensive background in hospitality, as well as an extensive background in child care and in-patient care. Specializes in interpersonal relations, in which people are provided with exceptional and thorough care. Now seeking to contribute my experience and skills to your company.

PROFESSIONAL EXPERIENCE

AFTER-SCHOOL CHILD CARE

Duluth Adventist Christian School; Duluth, Ga • Aug 2022 – Present

- Provided attentive and compassionate child care services for children ages 4-18; Implemented age-appropriate activities and educational programs to engage children and foster their cognitive, social, and emotional skills; Assisted with daily routines, while maintaining a clean and organized child care area; Maintained accurate records of children's progress, activities, and any relevant incidents.

ADMINISTRATIVE ASSISTANT & EDITOR

Kundifilm; Lawrenceville, Ga • Oct 2022 – Present

- Provided administrative assistance, effectively managing day-to-day operations; Assisted with content creation, developing engaging materials for various platforms; Demonstrated expertise in video editing, producing high-quality videos with a keen eye for detail and creativity; Actively participated in brainstorming sessions, contributing innovative ideas and problem-solving solutions.

CLINICAL NURSING STUDENT

CHI Memorial Hospital; Chattanooga, Tn • 2018 – 2020

- Assisted in providing hands-on care to patients, including monitoring vital signs, administering medications, and assisting with daily activities; Worked closely with healthcare professionals to ensure coordinated and effective patient care; Maintained accurate and detailed patient records, including medical histories, and treatment plans; Adhered to hand hygiene practices, proper use of protective equipment (PPE), and safe disposal of medical waste; Promoted fall prevention strategies, and alerted the healthcare team to any safety concerns or situations.