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