

Joyce Briggs

Enthusiastic Student looking to start a new career

Brooklyn, NY

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To obtain a position in the public or private sector, where I can utilize my analytical and strong communication skills.

WORK EXPERIENCE

Habilitation Assistant

Queens Center for Progress - Bellerose, NY - 2013 to Present

Responsibilities

Assist developmental disability clients with activities of daily living.

Transport clients to doctors' appointments, trips, and other off-site destinations. Serve meals to residents and feed those unable to feed themselves, prepare trays for self-feeders. Perform range-of-motion exercises on clients with developmental disabilities as ordered. Note any unusual changes in clients' condition and report to nurse on duty.

Perform a variety of administrative tasks including: data entry, filing, and answering and directing telephone calls.

Teacher Assistant

JOAN FENICHEL - Brooklyn, NY - June 2002 to October 2007

THERAPEUTIC NURSERY

Under the direction of the Teacher, assist the instructor with the implementation of lesson plans, helping the students with their assignments, which are geared towards their emotional and behavioral problems.

CLERICAL AIDE

NYC DEPT. OF PROBATION - New York, NY - September 1999 to April 2002

Under the direct supervision of the Branch Chief, process forms, screen documents, maintain files and keep records, compiling information, preparing and distributing forms and documents, answering phones, writing and looking up information on ARTS, and required to use a personal computer.

OFFICE AIDE

Professional Highlights - New York, NY - April 1997 to April 1999

Fast paced construction industry which required answering multiple phone lines, interacting with messengers, setting up appointments, maintaining all office machinery, filling and assisting the office manager when needed.

EDUCATION

A.A.S in Business Management

Plaza College - New York, NY

2012

ADDITIONAL INFORMATION

Proficient in PC applications: Microsoft Word, Windows, Excel, PowerPoint, Access, Outlook, Adobe Internet for research; type 25+ wpm; great communication skills.