

Rebecca Williams

Jamaica, NY

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WORK EXPERIENCE

Rehabilitation Aid

Babysitter - Queens, NY - July 2012 to May 2014

Responsibilities

Working as a rehab assistant with a ddd consumer

Accomplishments

Learned How to work with different kinds of people with disabilities I built a positive relationship with my consumer

Skills Used

interpersonal skills

Running skills

Lifting skills

Communication / problem solving skills

Patience

Party Planner

We Do Parties 4u - Queens, NY - April 2011 to June 2012

Plan parties, set up parties, work food machines, paclotches and up pack inventory , update companies website

Child Care Attendant

Pitta Patta Feet Daycare - Brooklyn, NY - July 2009 to September 2009

Responsibilities

Taking care of children providing meals helping children with homework setting up play area escorting children to and from activities

Child Care Attendant

Kiddies Wonderland Daycare - Brooklyn, NY - June 2006 to August 2008

Taking care of children providing meals helping children with homework setting up play area escorting children to and from activities dealing with cash transactions

Camp Counselor

PAL - Brooklyn, NY - July 2007 to September 2007

EDUCATION

GED

Department of Education - Albany, NY

2010 to 2010

SKILLS

Typing MS Word Ms Excel schedule appointments faxing and data entry Activities of daily living and quality patient care with DD and adolescent Overseeing Operation Personal Interaction Planning Regulating Rules Rehabilitating Others Remembering Facts Reporting Report Writing Responsibility Service Scheduling Screening Calls Leadership Listening Locating Missing Documents/Information Logical Thinking Maintaining High Levels of Activity Meeting Deadlines Creativity Defining Problems Demonstrations Dispensing Information Displaying Ideas Editing Emotional Control Encouragement Entertainment Evaluating Expression of Feelings