

# MARIE JOSE BELLEVUE

HOME: 347-770-8409-CELL: 917-348-3896: joseerichard@optonline.net

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**OBJECTIVE:** To obtain a position as a “**Health Human Services**” where I can utilize my education and skills in that field.

## **SKILLS AND QUALIFICATIONS**

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Knowledge of PowerPoint and Excel  
Fluent in English, French and Haitian Creole  
Proficiency in Microsoft word and Excel

**EDUCATION:** **New York City College of Technology (CUNY)** **Brooklyn, NY**  
August 2014- Dec 2016 **Bachelor of Science, Health and Human Services**  
March 2010 - Dec. 2013 **Associates in Applied Science, Community Health**  
**Kingsborough Community College (CUNY)**  
**Associate in Applied Science**

## **WORK EXPERIENCE:**

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August- 2010 to Feb 2015 **Queens Boulevard Extended Care Facility** **Woodside NY**  
Perform assigned procedures such as dressing changes, taking and record vital sign on designated for. Perform and/or assist with the physical care of selected assigned

July 2003-January 2010 **Center for Nursing and Rehabilitation** **Brooklyn NY**  
Assist in the admission, transfer, and discharge process as assigned.  
Manage daily activities of office, and report any observations to team members

February 2010-Oct 2010 **Pinnacle Bus Service** **Brooklyn NY**  
Escorted children to and from their destination and monitored them on the bus.  
Created safe and friendly environment per company policy and procedure.

February 2015 to Present **R.C.M Health Care Services Technologies (Paraprofessional work)**  
Escort Child to and from the school destination, monitor him/her on the bus and assist him/her into the school with the academic school work.

February 2015-to Present **COMMITTEE ON SPECIAL EDUCATION (CSE)**  
Classified children’s records in the shelves and record their information in the File forms and documents, searches for and copies documents from archive and record room

**Volunteer Work** **April 2009-August 2009**  
**King County Hospital** **Brooklyn NY**  
Delivered food trays, and fed them reported patients’ conditions. Changed linens and made occupied and unoccupied beds. Performed other related duties as assigned

**References available on request**