**Maria Cabrera**

99 Tompkins Avenue, Apt. 4F

Brooklyn, NY 11206

Tel: 347-455-4871

[Maria.Cabrera@mail.citytech.cuny.edu](mailto:Maria.Cabrera@mail.citytech.cuny.edu)

**PROFILE:**

Acquired and applied experience gained through formal schooling, internships and other work situations in office administration human services, counseling, case management, and healthcare assistant. Worked effectively with the elderly, at-risk youth, young children, parents and people from diverse ethnicities. Multi-tasking individual who can function independently as well as part of a team. Knowledgeable using MS Word and Excel. Bilingual in Spanish and English. Possess excellent interpersonal, organizational, analytical and communication skills.

**EDUCATION:**

**New York City College of Technology, Cuny**  **Brooklyn, NY**

Major: Bachelor of Science in Human Services Expected Graduation: June 2017

**Progressive Home Health Services *(Omega Home Care, Kindcare Home Care)*  New York**, **NY** *Home Health Aide* May 2005-Present

* 15 years of overall work experience as a Home Health Aide with various home health care agencies
* Assist clients with personal hygiene and providing nutritional support
* Perform basic daily errands, assist with ambulation and exercise
* Help with eating assistance, and dressing he/she we she needs it
* Report changes to RN in the patient’s condition and performance
* Demonstrate ability of performing errands, meal preparation, transpiration, laundry, and housekeeping
* Responsible for provides compassion, loving disposition, help keep patient in an active and lively demeanor

**PROFESSIONAL EXPERIENCE**

**Ridgewood Bushwick Senior Citizen Council Brooklyn, NY**

*Human Services / Adult Education Program Intern* January 2016- Present

* Assist with registration and testing
* Collect student registration forms, goals and evaluations. Review to ensure all information is provided
* Enter information into database.
* Assist with program outreach and recruitment by attending events at partner sites and in
* Assist with updating fliers, calendars, testing materials, and binders the site with new dates and other pertinent changes.
* Complete follow-up and reminder calls
* Make phone calls
* Perform other duties as assigned by supervisor

**Make the Road New York Queens, NY** *Human Services* / *Adult Literacy Intern* January 2014- Present

* Conducted Research on the population that MRNY serves
* Created a bilingual brochure titled “Services Guide” for multiple office locations in the tri-state area

for immigrants, which include an array of resources such as information on transportation, health care, emergency hot lines, exercise and well-being, etc

* Referred students as needed and assisted and served as an advocate to obtain benefits in housing, employment, emergency assistance, shelter, day care, and additional social services
* Conducted intakes, which build literacy students and their families
* Provided direct/ indirect services to clients regarding legal services and social services
* Assisted and co-facilitated group sessions that include activities that build social skills and educate students in different services provided by MRNY and others organizations in the area

**VOLUNTEER**

**New York Cares Queens, NY**

Human Services / Computer Tutor January 2016

* show students and learners to use computers
* Encourages creativity in students
* Ensures that the internet in the classroom is used only for appropriate educational purposes
* Performs other related duties as assigned by the leaders

**CERTIFICATIONS & AWARDS:**

* In service Award in Dementia & Basic Skills ( Progressive Home Care, June 2014)
* In service Award in Safety ( Progressive Home Care, March 2014)
* In service Award in Hospice ( Progressive Home Care, December 2013)
* In service Award in Regulatory Compliance ( Progressive Home Care, May 2012)
* In service Award in Preventing Back Injury ( Progressive Home Health Services, August 2011)