**Roslyn Haynes**

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 (347) 429-5342

rhaynes77@yahoo.com

**EDUCATION**

**2006 -2010**         **Kingsborough Community College, Brooklyn, NY**

**Associate Degree in Liberal Arts.**

**2012-present       New York City College Of Technology Brooklyn, NY**

**BS in Human Services expected Spring 2015**

**EXPERIENCE:**

**04/12- 08/12**    **Home Care**

Provided one on one care for a bed ridden and tube feeder patient in his home.

                        Groom and give medication as prescribed, provided daily

                         nutrients position and turn.

**11/07- 11/11**  **Cabs Nursing Home, (Staff Blue Employment Agency),Brooklyn, NY**

Nurse Aide (provide care for 8 to 12 residents daily)

                         Cleaned rooms and changed linens

                         Assist with hygiene including: foot, nail, denture and hair care

                         Uses of mechanical lift and shower chair

                         Feed residents and cleaned their food chair

                         Gave a complete bed bath and perinea care

                         Made an occupied bed

                         Measured blood pressure, vital signs and input and output,

                         Gave catheter care

                         Transfer patients from bed to wheelchair

                         Turn and reposition bed ridden patients every two hours

                         Ambulate patients to the dining room and others parts of the facility

      Daily documentation of patient daily care and observation

**08/05-11/07     Rockaway Care Centre (G/M employment agency) Rosedale NY**

                        Nurse Aide (provide care for 8 to 12 residents daily)

                        Cleaned rooms and changed linens

                        Assist with hygiene including: foot, nail, denture and hair care

                        Feed residents and cleaned their food chair

                        Gave a complete bed bath and perinea care

                        Transfer patients from bed to wheelchair

                        Turn and reposition bed ridden patients every two hours

                        Ambulate patients to the dining room and others parts of the facility

     Daily documentation of patient’s daily care and observation

**10/02-9/05**    **Grace Lutheran Elementary/Middle School, Bronx NY**

Worked in the after school program assisted students with their home work, played games and monitor students until parents arrival.

**09/05-06/07   ST. Mark’s Lutheran School, Brooklyn NY**

Teacher’s Assistant

Assist children in their studies, sports and extra-curricular activities

                       Perform administrative and clerical works to save teachers’ time

                    Observe and identify the area where students need more attention                       Monitor students’ activity in class, ground and canteen

                      Educate children on topics like health and grooming

    Prepare presentations and handle projectors, computers and recorders

 Work as a team with teachers and assists them in preparing lesson plans, organizing and conducting school events

                      Call, mail or post letters to parents and inform them about kids’ progress

                      Maintain attendance and progress reports of students

                      Correct exam papers and grade them

 Accompany students and monitor their activities in the lab

Follow instructions given by the school administrators and teachers

Plan and organize picnics, sports events plays and fund raising programs

**10/02-09/03     Brooklyn Community Housing and Service**

**Case Manager**

Oversee client intake and referrals

                         Prepare daily progress noted

                         Psychiatrics referrals to outside agency for evaluation

                         Address placement in supporting housing

                         Teach independent living skills

**12/00-10/01**    **United States Postal Service**

                        Clerk/Mail Handler

                        Operated mail sorting Machine

                        Broke down and distributed mail to various stations in house.

                        Dispatched mail to various outgoing post office

**References furnished upon request**