

SKILLS

- Caregiving
- Home Care
- Senior Care
- Alzheimer's Care
- Familiar with Microsoft Word™ and Excel™
- Excellent Math Skills
- Customer Facing
- Problem-Solving
- Active-Listener
- Retrieving E-mails
- Detail Oriented

CERTIFICATES, CERTIFICATIONS and AWARDS

Illinois WorkNet

State of Illinois

July 2020

- Received State of Illinois Certificate for Career Advancement

Employee Connections, Inc., NFP

Waukegan, Illinois

September 2021

- Social Media Etiquette Certificate
- Interpersonal Communication Certificate
- Conflict Resolution Certificate
- Diversity & Inclusion Certificate
- State of Illinois Sexual Harassment Certificate

REFERENCES

References are available upon requests.