Carla Losio

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870-340-5465

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**SKILLS PROFILE**

* First Aid Certified
* Knowledge of Microsoft Office
* Level I Medication Aide
* Abuse and Neglect Prevention
* Crisis Prevention Intervention
* Behavior Management Positive Behavior Support
* College of Direct Support
* Taking patient vitals
* Data Entry
* HIPAA knowledge
* Filing and organizational skills
* Assisted in handling confidential paperwork
* Answered the phones and delivered messages promptly
* Developed good customer-relations background
* Document electronic files using the Therap Program
* Assisted client in achieving their long/short term goals

**EMPLOYMENT HISTORY**

**Direct Support Professional** January 2011

*Act, Inc*., Columbia, MO

* Worked with the physical and developmentally disabled
* Provided and accepted co-worker support
* Efficient in de-escalating crisis situations
* Supported the participant in meeting their physical and personal needs by teaching skills and providing support
* Helped clients engage in peer interaction
* Maintained progress reports of daily goals and behavior
* Drove participants to recreational activities
* Planned & provided physical fitness activities for clients
* Maintained standards of confidentiality and ethical practice

**Direct Support Professional** August 2008

*Easter Seals*, Jefferson City, MO

* Worked with the physical and developmentally disabled
* Provided and accepted co-worker support
* Efficient in de-escalating crisis situations
* Supported the participant in meeting their physical and personal needs by teaching skills and providing support
* Helped clients engage in peer interaction
* Maintained progress reports of daily goals and behavior
* Drove participants to recreational activities
* Planned and provided physical fitness activities for clients
* Maintained standards of confidentiality and ethical practice

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| **Personal Care Attendant** June 2007  *Carol Williams*, Marshall, MO   * Performed housekeeping duties such as cooking, cleaning, laundry and running errands * Prepared and maintained records of client progress and services performed, reported changes in client condition to physicians * Performed health-care related tasks such as monitoring vital signs and medication * Transported clients to locations outside the home such as physician offices and extracurricular outings * Trained family members to provide bedside care * Performed trachea and wound care |
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**Education**

***Bryan College,* Columbia, MO** January 2012

Medical Assistant

Medical Administrative Specialist

***Kennett High School*, Kennett, MO** May 1996

Diploma

**References**

Available upon request