Helen Park

Companion Caregiver

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SUMMARY

Companion Caregiver with 1 year of visits giving meaningful companionship to seniors who live alone, plus 20 years as a school office manager. Handles light housekeeping, cooking with attention to dietary restrictions, errands and appointment rides. First Aid and CPR certified and calm in emergency response, with strong time management across a full client schedule.

EXPERIENCE

Companion Caregiver

10/2025 - Present

Rose City Companions

Portland, OR

Non-medical companion care agency serving 75 seniors in Portland and Beaverton.

- Engage **5** clients a week in conversation, card games, walks and memory books built from family photos.
- Plan lunches that follow low-salt and gluten-free diets, and write weekly grocery lists with each client.
- Drive clients to 10 appointments, church services and hair salon visits a month in a personal vehicle.
- Respond to emergencies with first aid, including a client's fall, and brief family and agency within 30 minutes.

School Office Manager

08/2005 - 06/2025

Sellwood Park Elementary School

Portland, OR

Front office lead at a public K-5 school of 450 students.

- Ran the front office for 450 students and 40 staff, handling attendance, visitors and parent calls.
- Managed the health room, giving first aid and daily medications to 12 students under nurse direction.
- Scheduled 200+ parent conferences a year and kept the principal's calendar on track.
- Trained 3 office assistants on records, confidentiality and emergency drill procedures.

SKILLS

- Companionship
- Light Housekeeping
- Cooking
- Dietary Restrictions
- Emergency Response
- First Aid
- Errands and Transportation
- Memory Care Activities
- Time Management
- Patience

EDUCATION

Associate of Arts

06/2004

Portland Community College

Portland, OR

General Studies

CERTIFICATES

Adult First Aid/CPR/AED

09/2025

American Red Cross

Oregon Home Care Worker Orientation

09/2025

Oregon Home Care Commission