Tanya Brooks

Personal Care Aide

tanya.brooks@email.com • (704) 555-0139 • Charlotte, NC
linkedin.com/in/tanyabrooks

Summary

Personal Care Aide with 8 months of in-home visits and 3 years of professional housekeeping. Gives personal care with bathing, grooming and dressing, handles basic housekeeping and cooking, and follows health and safety guidelines on every visit. Lifts and transfers clients safely, offers companionship and treats every home with respect.

Experience

02/2026 - Present
Charlotte, NC

Personal Care Aide

Queen City Care Partners

In-home aide agency serving Medicaid CAP and private-pay clients in Mecklenburg County.

- Deliver personal care, bathing and grooming for **5** clients on morning and evening visits.
- Handle meal preparation to each care plan, including 2 low-sugar diets and 1 pureed diet.
- Manage gait belt transfers from bed to wheelchair, with no lifting injuries in 8 months.
- Apply health and safety guidelines for gloves, sharps and spills, passing 2 supervisor home spot checks.

01/2023 - 01/2026
Charlotte, NC

Room Attendant

Uptown Plaza Hotel

Full-time housekeeping role at a 220-room downtown hotel.

- Serviced 15 guest rooms per shift and met the room ready time on 95% of checkouts.
- Lifted and moved mattresses, linen carts and supply loads of up to 50 lbs every shift.
- Earned 6 guest comment cards naming her for friendly, respectful service in 2024.
- Supplied floor closets with linens and amenities so no shift ran short during 3 peak conventions.

Skills

- Personal Care
- Bathing and Grooming
- Basic Housekeeping
- Cooking
- Meal Preparation
- Gait Belt Transfers
- Health and Safety Guidelines
- Companionship
- Compassion
- Dependability

Education

06/2022
Charlotte, NC

High School Diploma

West Mecklenburg High School

Certificates

12/2026

Nurse Aide I Training (in progress)

Central Piedmont Community College

01/2026

Adult First Aid/CPR/AED

American Red Cross