

**Blessing Ajaero**

Waltham, MA

(857) 615-7597 ♦ (781) 330-0763 ♦ [blessing.ajaero.4262@gmail.com](mailto:blessing.ajaero.4262@gmail.com)

[blessingajaero.com](http://blessingajaero.com) ♦ [linkedin.com/in/blessingajaero](https://www.linkedin.com/in/blessingajaero)

**Work Experience**

**Care Dimensions, Lincoln, MA**

**January 8, 2018 – Present**

**Administrative Assistant: Hospice House**

- Composes, types, and/or edits letters, reports, charts, and presentations utilizing MS Word, Excel, PowerPoint, and other health information applications/databases.
- Answers telephone and directs call as appropriate or assists caller directly. Effectively handles messages, documenting time, caller, return number, and message as necessary.
- Schedules and coordinates meetings as required by Hospice House Manager and Staff.
- Assists Hospice House Manager with staffing schedules. Responds to scheduling vacancies as requested.
- Places requests for contracted/agency and on-call staff as directed by manager.
- Tracks documentation and data related to the clinical activities of the Hospice House such as patient census information. Organizes and maintains various administrative and clinical records of the Hospice House.
- Digitizes physical patient files and indexes them to the appropriate patients' record.
- Initiates calls for ancillary and outside services as requested.
- Prioritizes and processes incoming and outgoing mail/correspondence for designated staff, as well as responding to and/or routing correspondence not requiring the dedicated staff member's attention.
- Serves as liaison to Hospice Admissions/Intake staff; routes information requests to Hospice House Manager as necessary.
- Answers patients' or family members' requests for assistance as needed. Assists as appropriate or refers to proper staff member.
- Assists with the orientation of new staff and volunteers as it relates to scheduling and administrative Hospice House functions.
- Orders, catalogues, organizes, and distributes administrative and patient-care related supplies as required.
- Takes, transcribes, and distributes meeting minutes as needed/assigned.
- Copies, faxes, scans, and/or distributes reports as needed/assigned. Properly employs required office equipment such as phone, computer, copier, scanner, fax, paging system and teaches other staff members to properly utilize them as well.
- Assists with administrative projects as requested, and as time/priorities permit, such as monthly and special reports.
- Performs other duties assigned as required or requested.

**Care Dimensions, Waltham, MA**

**October 18, 2017 – December 4, 2017**

**Office Desk Administrator (Temporary)**

- Performed secretarial duties, such as answering and redirecting calls, sending and receiving faxes, etc.
- Handled, sorted, and routed incoming and outgoing mail and interdepartmental packages.
- Provided walk-in candidates with employment applications, collected required documentation, and notified appropriate staff members of the candidates' presence.

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- Supplied employees with necessary office supplies and medical equipment, as well as replenishing the inventory.
- Notified primary care physicians of patients' deaths every day.
- Greeted, guided, and assisted incoming guests and clientele.

### **Virtual Assistant & Freelance Writer**

**June 2016 – Present**

#### **Self-Employed/Freelance**

- Created and designed websites using Wordpress, Wix, and basic HTML.
- Wrote copy for multiple businesses' websites.
- Generated daily written and visual content, often by incorporating paid affiliate links into blog posts.
- Created informational graphics to accompany content.
- Maintained brand voice by following style guides.
- Boosted web traffic through social media and SEO.
- Used Hootsuite, Buffer, Sweetertweet, Canva, Facebook, Instagram, Twitter, Pinterest, and YouTube to establish web presence through written posts, photos, graphics, and videos.
- Navigated CMSs to update sites, improve SEO, and otherwise maintain sites.

### **Trinity Health Services, Waltham, MA**

**2007-present**

#### **Secretary**

- Helped to contract new clients for the staffing agency.
- Designed original brochures and related print media.
- Performed secretarial duties, such as answering calls, sending faxes, etc.
- Assigned shifts to employees.
- Organized and maintained employee records into database.
- Managed payroll information for employees.
- Distributed checks to employees.
- Created, designed, and curated website using Wix and basic HTML.
- Wrote website copy and maintained brand voice by following style guides.
- Boosted web traffic through social media and SEO.
- Navigated CMSs to update sites, improve SEO, and otherwise maintain sites.

### **Auditor, City of Waltham, MA**

**August 11, 2016 – September 6, 2017**

#### **Auditing Intern**

- Performed such clerical tasks as data entry, photocopying, filing, answering phones, etc.
- Engaged in general bookkeeping and accounting utilizing specialized software as well as Microsoft Excel.
- Assembled, organized, and stored financial records in secure locations.
- Assisted in the preparation of mass mailings, including creating mail merges and filling, labeling, and metering envelopes.

### **MK Marketing, LLC., Charlottesville, VA**

**March 2015 – April 2015**

#### **Sales Representative at Waltham, MA Costco Club**

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- Researched the benefits of the product to better inform the public.
- Engaged with potential customers through polite conversation.
- Informed Costco guests of the health benefits of liquid Qunol CoQ10.
- Persuaded clients to purchase product and encouraged them to spread the word.
- Provided samples of the product for the consumer to try and help influence their decision.

### **Ninety-Nine Restaurant, Waltham, MA**

**August 2014 – December 2014**

#### **Hostess**

- Greeted and seated guests according to seating plan.
- Delivered menus to guest and ensured dietary differences were noted and accounted for.
- Ensured the quantity of menus was sufficient to cater to the number of guests.
- Answered phone calls and informed customers of various promotions.
- Took to-go and pick-up orders, by phone and in person, and delivered them to guests or guests' vehicles.
- Relayed orders to the kitchen and ensure all orders were filled in a timely and accurate fashion.
- Bussed tables, served food, and refreshed beverages.
- Set up dining rooms and made call-ahead seating arrangements.
- Maintained clean and organized tables and work area.
- Managed event related work including setting up tables and maintaining both exterior and interior of the restaurant.

### **Admission Office, Regis College, Weston, MA**

**February 3, 2014 – April 28, 2014**

#### **Intern**

- Organized and maintained admitted student records.
- Managed social media pages.
- Engaged with potential applicants online through the creation of contests and other activities.
- Created original videos about Regis College students and technology.
- Designed print publications.

### **Special Education Summer Program, Stanley Elementary School, Waltham, MA**

**July 1, 2013 – August 2, 2013 | June 30, 2014 – August 1, 2014**

#### **Paraprofessional Educator**

- Directed skill-maintenance activities for preschoolers on the autism spectrum.
- Provided students with entertainment.
- Monitored youth during recess and other excursions.
- Restrained children during tantrums and redirected misbehavior.
- Obtained meals for preschoolers.
- Maintained a sterile environment for youth.

### **Volunteer Work**

#### **Oak Square YMCA, Brighton, MA**

**April 2013 – May 2013**

#### **Volunteer Coach**

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- Assisted with and participated in coaching sports to youths aged 3-12 years old.
- Monitored youth during activities.
- Organized skill-building lessons for students.
- Assisted with volunteer office duties.
- Performed menial cleaning tasks, such as organizing sports equipment closet.

### **Afterschool Program, Saint Jude School, Waltham, MA**

**2009-2010**

#### **Teacher's Aide**

- Tutored students in various subjects.
- Supervised youth during recess and excursions.
- Lead children in organized activities.

### **Education**

#### **Regis College**

235 Wellesley St

Weston, MA 02493

(781) 768-7000

Dates attended: 2013-2017

BA in Journalism & Communications

#### **Saint Joseph Preparatory High School**

617 Cambridge Street

Brighton, MA 02135

Dates attended: 2012 - 2013

Overall GPA: 3.73

#### **Mount Saint Joseph Academy**

617 Cambridge Street

Brighton, MA 02135

Dates attended: 2009 - 2012

### **Skills and Languages**

- Familiar with Photoshop, GIMP, Illustrator, InDesign, Canva, etc.; can retouch, manipulate photos and design flyers, brochures
- Social media proficiency (Hootsuite, Buffer, SweeterTweet, Facebook, Instagram, Twitter, Pinterest, and YouTube)
- Familiar with NetSmart HomeCare, OnBase, and
- Familiar with iMovie, Adobe Premiere Pro, and Final Touch Pro
- Proficient with PCs as well as Macs.
- Communication skills: Journalism major
- Intermediate experience in child care
- Researching and resource skills
- Proficient with Microsoft Office, including Outlook
- Basic conversational Spanish
- Sings soprano, three-octave range. Experience with sight-reading.

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### **Other Experience**

- Performed an a cappella arrangement of “Don’t Stop Believing” with the Regis Glee Singers at the February 10, 2017 Providence Bruins game.
- Sang the National Anthem with the Regis Glee Singers at the April 12, 2017 Boston Celtics game.
- Designed multiple posters for the Regis College concerts.
- Social chair for Regis Glee Singers (2014-2017). Managed social media campaign (2016-2017).
- Designed original print media for CRS Boston prayer groups and Power of Prayer Charismatic Renewal.
- Created the layout for the 2013 edition of Phoenix, the Saint Joseph Preparatory High School digital literary journal.
- Created advertisements for Trinity Health Services; designed and curates the website.
- Starred in multiple musicals at school and at summer theatre camp.
- Featured Sunday soloist at Saint Jude Parish, Waltham.
- Received highest yearly average awards in Spanish II and III Honors classes.
- Received excellence in writing in a foreign language award.
- Received academic excellence in theology award.
- Received outstanding writing in theology award.
- Received outstanding work in advanced computers: Photoshop award.
- Featured in Daily News Tribune, Waltham's newspaper, thrice.

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**References**

**Jessica Kemp**

Admission Officer  
Regis College  
235 Wellesley St.,  
Weston, MA 02493  
(774) 230-7125  
[jmkemp95@gmail.com](mailto:jmkemp95@gmail.com)

**Isabel Romero**

Preschool Teacher  
Waltham Public Schools  
(781) 314-5740  
[isabelromero@walthampublicschools.org](mailto:isabelromero@walthampublicschools.org)

**Joyce Kidd**

Pre-K Evaluation Team Leader  
Northeast Elementary School  
(781) 314-5653  
[joycekidd@walthampublicschools.org](mailto:joycekidd@walthampublicschools.org)

**Patricia M. Howard**

Office Manager  
Trinity Health Services  
900 Main St., Suite D  
Waltham, MA 02451  
(978) 760-1379  
[pathow37@yahoo.com](mailto:pathow37@yahoo.com)

**Andrew Malis**

Accountant  
City of Waltham, Auditor's Department  
610 Main St.,  
Waltham, MA 02541  
(781) 314-3225  
[amalis@city.waltham.ma.us](mailto:amalis@city.waltham.ma.us)

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IAPWE | International Association of Professional Writers & Editors  
1732 1st Ave  
New York, NY 10128

To whom it may concern,

This letter is to serve as confirmation that Blessing Ajaero is a member in good standing with the IAPWE or International Association of Professional Writers & Editors and has provided sufficient evidence through their work to indicate that their abilities are at a sufficient level of proficiency such that they were accepted into our organization and continue to prove to be both a reliable and valuable resource to our organization.

This letter also serves as a recommendation of Blessing, since we have found this member's skills and aptitude to be such that they would serve as a valuable resource to any other person or company that were to utilize their services.

Best regards,

Melissa Coleman

Membership Coordinator

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