

**Kimberly A. Szuminski**  
2087 SW Mooring Drive, Palm City, FL 34990  
248.464.2728 kszuminski@outlook.com

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Summary of Qualifications

- Ensure clear and polite communication with diverse clients and co-workers
- Approachable and personable with an ability to understand others
- Respectful and believe in providing quality care to clients
- Reliable and team oriented

Education

Palm Beach State College - Lake Worth, FL  
**Bachelor's of Science in Supervision and Management/Health Management**  
**Associate of Arts in Business Administration**

Employment History

**Personal Assistant and Field Technician**

C&N Environmental Consultants, Inc., Jupiter, FL.

Jan. 2019 – Present

Organizing office files and general office duties. Inputting information into quickbooks. Surveying assistance on job sites.

**Home Health Aide**

Senior Helpers, Stuart, FL.

Nov. 2014 – Jul. 2016

Provided home health services to elderly patients afflicted with Alzheimer's/dementia. Reduced my patient's behavioral challenges drastically within the first week of care and significantly improved the patient's emotional state through observations of the patient's state of happiness and well-being, and also through creative, trust building strategies I applied. Exceeded standards of ongoing care and patient safety from continuous monitoring of physical condition and mental health. Maintained activities of daily living, (ADLs) and dietary needs. Trained new caregiver's in similar methodologies, I was available to assist on days off as needed. Reduced client's out-of-pocket expenses by listening to the wants and needs of the patient and creatively finding ways to do desired activities and while maintaining continuity of care in the patient's daily routine. Improved exercise needs by increasing walking distance and variety to include daily nature walks at parks, beaches and by joining the local YMCA; adding to the patient's regular swimming routine. Documented and reported to Social Workers and upper management on a regular basis.

**Office Manager and Field Technician**

C&N Environmental Consultants, Inc., Jupiter FL

Dec. 2011 – Nov. 2014 and May 2004 – Mar. 2007

Supported Project Managers, Principal Biologist, Accountant and field crew with proposal and bid preparation, quality control of environmental reports for submission, surveyed job sites and monitored endangered species. Accurate documentation of field data, wrote and prepared environmental reports for clients and governmental agencies. Managed general office functions, bookkeeping, scheduling and coordinated work with staff members.

**Loan Modification Representative**

First Universal Lending, Palm Beach Gardens, FL

Oct. 2008 – Jan. 2009

High call volume center, in-bound and outbound calls with clients and outbound calls to mortgage companies. Kept detailed records for each client account. Phoned, faxed, scanned, emailed and mailed documents for 60+ client accounts weekly. Entered transactions details into the computer.

**Front Desk Associate and Team Hospitality Assistant**

Champion Racing, Pompano Beach, FL

Jan. 2008 – Aug. 2008

My exciting position at Champion Racing, a division of Audi Sport North America required the coordination, execution and maintenance of racing team travel arrangements for approximately 30+ crew members and guests along with customer service and general office functions on a daily basis. In addition I provided polished hospitality service for 60+ Champion and international Audi crew members, friends and families when traveling throughout the United States during American Le Mans series racing events. Interacted enthusiastically with racing fans throughout events.

**Real Estate Assistant and Personal Assistant**

Robinson Fendley Corporation, West Palm Beach, FL

Mar. 2007 – Jan. 2008

Provided research and assistance in lending and commercial real estate deals, recruiting services, marketing assistance and lead qualification. Organized staff meetings on a regular basis. Assisted the owner in diet modification planning and preparation, maintained the owner's weekly workout regimen and optimal goal setting for overall health and well-being.

**Kennel Technician and Assistant Veterinary Technician**

Village Animal Clinic, North Palm Beach, FL

Mar. 2001 – May 2004

Assisted 4 veterinarians, 10+ technicians and front office staff with medication administration, lab testing, pharmacy refills, medical records, x-ray assistance, customer service and attentive patient care in the clinic and kennel areas.

**Banquet Server**

Jupiter Beach Resort, Jupiter, FL

Sep. 1998 – Mar. 2001

Provided attentive and courteous banquet service to upscale clientele during banquet events including weddings, business meetings, company parties, bar mitzvahs, charity lunches and more. Assisted with set-up and breakdown of events. Showed initiative and anticipated operational and guest needs. Maintained a clean dining area and adhered to safety regulations. Upheld company standards and showed a warm and friendly demeanor at all times.

**Certifications****Basic Life Support for Healthcare Providers (BLS)**

American Heart Association

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