

Cherrell Bowman

Reynoldsburg, OH 43068

bewaremyhouse@gmail.com

+1 614 354 4406

Willing to relocate: Anywhere

Authorized to work in the US for any employer

Work Experience

Auditor

Marriott International, Inc. - Reynoldsburg, OH

August 2018 to Present

- Check in guests, answer phones and take reservations
- Respond to guest complaints, requests and emergencies
- Process invoices, post checks to vendors and distribute employee checks
- Reconcile accounts
- Balance the cash drawer and log receipts
- Investigate and resolve out-of-balance accounts
- Keep accurate financial records and ledgers
- Help prepare for forecasts and audits

Direct Care Worker

Franklin County - Columbus, OH

April 2010 to Present

Helps the elderly or physically disabled move from room to room around their homes.

- Assists individuals in dressing, bathing, and completing basic hygiene tasks.
- Oversees any required rehabilitation exercises.
- Ensures that individuals take their prescribed medications.
- Prepares meals that adhere to special dietary considerations.
- Assists with light cleaning and housework.
- Teaches developmentally disabled adults how to adopt basic independent living skills.
- Helps adults with developmental disorders learn to make a budget and complete basic household tasks.
- Works with disabled children in the school system, providing support and assistance during daily activities.
- Meets with family to discuss needs of patients.
- Runs errands to the grocery store, laundromat, cleaners, drugstore, and other necessary locations.
- Serves as a companion for the elderly who live alone.
- Organizes activities for patients

Mrdd Direct care associate

Community Assisted and Supported Living - Lancaster, OH

2008 to 2010

- Ensure the health and safety of our consumers
- Administer medications
- Cook healthy meals, as instructed by a doctor
- Maintain a clean home by helping with daily chores and sometimes deep cleaning, when necessary
- Assist with activities of daily living (ADLs), such as: brushing teeth, showering, helping with dressing, etc.
- Plan and implement activities
- Transport consumers to activities they have planned or have requested in your personal vehicle, including medical appointments and meetings
- Document your shift as outlined below:
 - Accurate mileage of any trips taken
 - Homemaker personal care (HPC) activities completed during the shift
 - Provider logs
 - Behavior documentation
 - Incident reports
 - Communication logs
 - Various logs that may be required by medical professionals, behavior specialists, etc.
- Communicate with co-workers and home managers about concerns or activities completed/need completed throughout the shift
- Maintain required certifications and training (Re-certification classes offered)
- Monitor medical needs of the individual(s)
- Provide emergency care, as needed
- Provide behavioral intervention, as needed
- Serve as a role model of appropriate behavior and social skills in the home and the community
- Conduct additional services requested by our consumer or their service team that may improve their quality of life, health and safety
- Delegates under Rn
- J tube/G tube trained
- Medication administration
- Hoyer lift trained
- Wheelchair assistance
- Colostomy care and removal and cleaning of unit
- Feeding tube administered and equipment modified and relined

Front Desk Agent/Breakfast Attendant/housekeeping

Comfort Inn by Choice Hotels - Circleville, OH

2004 to 2006

- Perform all check-in and check-out tasks
- Manage online and phone reservations
- Inform customers about payment methods and verify their credit card data
- Register guests collecting necessary information (like contact details and exact dates of their stay)
- Welcome guests upon their arrival and assign rooms
- Provide information about our hotel, available rooms, rates and amenities
- Respond to clients' complaints in a timely and professional manner
- Liaise with our housekeeping staff to ensure all rooms are clean, tidy and fully-furnished to accommodate guests' needs
- Confirm group reservations and arrange personalized services for VIP customers and event attendees, like wedding guests

- Upsell additional facilities and services, when appropriate
- Maintain updated records of bookings and payments

Education

Certificate in Addiction Studies

CSCC - Columbus, OH

February 2021 to Present

Associate in Social Work

Columbus State Community College - Reynoldsburg, OH

Present

Skills

- Auditing
- Case Management
- General Ledger Accounting
- Social Work
- Accounting
- Journal Entries
- Accounts Receivable
- Hotel experience
- Front desk
- Hoyer Lift
- Bank Reconciliation
- Account Reconciliation
- Tube Feeding
- Accounts Payable

Awards

Woman in Leadership

February 2021

Moving beyond Gender Roles as a leader

Public Space Cleanliness

June 2020

Marriott Mhub Training

The Importance of Hand Sanitizer

June 2020

Training For Marriott International MHub Online

Guest Rooms

June 2020

Proper compliance for entering a guests room.
Online training for Marriott International Mhub

Transactions

June 2020

Touchless Transactions due to COVID-19 protocols and safety per CDC
Training provided by Marriott International on MHUB online training

Reservations

January 2020

Online training provided by Marriott International. Program listed on MHuB as SERTIFI eAuthorize
Online/Per Telephone help to guest for preparing a reservation request

Ministry Consult

2020

American Marriage Ministries

Jackson Hewitt/Liberty tax Data entry

2011

Certifications and Licenses

Presumed or Confirmed COVID-19 case on Property

June 2020 to Present

Covid-19 training

Groups

America Red cross/Ohio MED Corps Volunteer

2020 to Present

Various assignments

Additional Information

Guest room cleaning Procedures/Clean matters Housekeeping supervisor training 6/2020