

ALIZE' RAY

Wilmington, DE | Cell: (302) 357-8979 | E-Mail: alizeray21@gmail.com

PROFILE

Reliable and detail-oriented professional with a strong background in direct care, medical protocols, and compliance. Skilled in following standard operating procedures, maintaining accurate documentation, and working in regulated environments. Eager to leverage clinical and administrative experience to contribute to a team-oriented biomanufacturing facility.

TECHNICAL TRAINING & PROFESSIONAL SKILLS

- Aseptic & Sterile Technique Awareness
 - Good Documentation Practices (GDP)
 - Safety Compliance & Protocol Adherence
 - Data Entry & Record Keeping
 - Microsoft Office & Operating Systems
 - Effective Communication & Team Collaboration
 - Time Management & Organizational Skills
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EDUCATION

BioManufacturing — BioConnect DE , Newark, DE <i>Certificate of Completion</i>	Jul. 2025
Phlebotomy — Delaware Technical Community College , Newark, DE <i>Phlebotomy Certificate</i>	Dec. 2022
Newark High School , Newark, DE <i>High School Diploma</i>	Jun. 2011

ADDITIONAL CERTIFICATES

Limited Lay Administration of Medications (LLAM) — Jan. 2025
CPR & First Aid Certification— Nov. 2024

WORK EXPERIENCE

Keystone Human Services — Wilmington, DE	Jan. 2023 – Mar. 2025
Resources for Human Development — Newark, DE	Nov. 2017 – Mar. 2018
Easter Seals — New Castle, DE	May 2016 – Aug. 2017
ResCare — Newark, DE Direct Support Professional	Mar. 2015 – May 2016

- Administered medications safely and maintained detailed records in compliance with healthcare standards.
- Monitored and documented client progress, ensuring accurate data collection and reporting.
- Followed established protocols and safety guidelines to provide high-quality care in regulated settings.
- Supported daily living activities, demonstrating attention to detail and adherence to state mandated policies.

Goodwill Staffing - DHSS — Wilmington, DE	Jun. 2018 – Jul. 2021
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- Conducted thorough intake assessments and ensured data accuracy for regulatory compliance.
- Managed confidential records with precision and adhered to strict privacy policies.
- Provided clear communication and education to clients, enhancing understanding of services and procedures.

Goodwill Staffing - DSCYF — Wilmington, DE

Aug. 2019 – Jul. 2021

Administrative Assistant III

- Coordinated meetings and managed office operations efficiently.
- Handled high-volume multi-line phone systems and organized communications.
- Maintained filing systems and supported staff with accurate documentation.

Wilmington Parks and Recreation— Wilmington, DE

Oct. 2014 – Mar. 2015

Recreational Specialist

- Supervised group activities and ensured a safe environment.
 - Maintained inventory and assisted with logistical planning.
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