

Resume 713

OBJECTIVE:

To secure a position with your organization utilizing my skills, training, and experience

SUMMARY OF QUALIFICATIONS:

- Experienced in the behavioral and mental health support for both residential and outpatient services for clientele.
- Knowledgeable in using various cleaning solutions and solvents and their safe applications
- Trains new personnel upon supervisor request, delegating orders, monitoring all work activities for quality, expediency, and safety, conducting performance evaluations, and consulting with upper management for employee status/progress reports
- Familiar with computers, Windows, MS Office, Internet research, and email
- Multi-tasks efficiently, learns new systems quickly, and completes all projects on time or ahead of schedule
- Works well independently or in a team environment

PROFESSIONAL EXPERIENCE:

08/20 – 03/22

Health Services Technician

River Edge Behavioral Health, Macon, GA

- Provided basic client assistance and supervision.
- Work with clients to develop daily living skills.
- Enforce program structure expectations; reinforce and encourage recovery principles.
- Supervise self-administration of medications.
- Provide safe transportation to and from off campus activities.

03/19 – 12/20

Emergency Medical Courier Services

Self-Employed, Macon, GA

- Manage the pickup and secure delivery of all items promptly; providing itemized invoices to all clients.
- Properly document all specimens and packages received or delivered.
- Responsible for the safe transportation of medical specimens including bio-hazardous materials from a number of business in locally assigned territory.
- Build and maintain professional relationships with clients.

01/17 – 03/19

Wireless Sales Store Manager

Cricket Wireless, Macon, GA

- Activate both contract and prepaid wireless phones for customers by inserting new SIM cards and restoring content; establish new payment accounts by using preferred Point of Sale systems.
- Design seasonal displays using marketing strategies to meet projected sales goals.
- Prepare inventory control reports while considering sales demographic and order new inventory accordingly.
- Increase monthly revenue by meeting sales goals, training employees to utilize proper upselling techniques.

02/06 – 04/16

Insurance Sales Representative

Cotton States Insurance, Warner Robins, GA

- Sell auto, home, life and other various insurance products to individuals and group businesses within assigned territory using consultative selling techniques.
- Generate sales by reviewing customer needs and financial status to determine appropriate policy offerings.
- Conduct research and attend continuing educational classes regularly on insurance product options to assist in client service recommendation.
- Maintain detail records of client information and policy sales.

EDUCATION:

GED

Central Georgia Technical College, Macon, GA