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| 171 Woodburn Drive, Houma, LA 70364•(985) 226-5505•ahbabin@comcast.net | | | |
| Angelle H. Babin | | | |
| Objective | | | |
| To obtain a challenging position within a health related field to utilize my abilities developed through experience and education allowing an opportunity for professional growth based on performance. | | | |
| Experience | | | |
| 01/01/2012-Present | | Diocese of Houma-Thibodaux Office of Youth Ministry | Schriever, LA |
| Administrative Assistant  * Answering calls and questions regarding programs offered by the Youth Ministry Office * Composing invoices and deposits for Youth Ministry sponsored events * Updating database for use in mailings | | | |
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| 08/2006-12/2008 | | Max Foods Management | Houma, LA |
| Human Resources/Administrative Assistant  * Staffing restaurants with crew members/managers, recruiting within the community * Orientation, training, and follow up with managers on the interviewing process and policies * Coordinating events for staff and composing monthly newsletter for employees | | | |
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| 12/2004-07/2006 | | Lafourche Telephone Company, LLC | Larose, LA |
| CSR/Training Coordinator  * Entering new customers into the computer and taking applications for service. * Running credit checks and managing bad debts on all customers. * Training new and existing employees and office procedures. | | | |
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| 02/2004-10/2004 | | Audubon Guest House | Thibodaux, LA |
| Dietary Manager  * Responsible for hiring and retaining dietary employees * Charting on the daily activities of each resident including diet and exercise requirements * Managing the kitchen and staff, ordering online, scheduling dietary employees | | | |
| Education | | | |
| 08/1999-12/2003 | Nicholls State University | | Thibodaux, LA |
| Bachelor of Science degree in Dietetics | | | |
| References | | | |
| References are available on request. | | | |