

## **Porche' Wooten**

**9325 S. Kolmar Ave Apt 2**

**Oak Lawn, IL 60453**

**(901) 846-2032**

**porche.wooten@yahoo.com**

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Human Resource Coordinator

To Whom It May Concern:

I am interested in being considered for a position within your company.

The enclosed resume provides an overview of my educational background and work experience. You will note that I have experience in administration, and leadership skills. My employment background provides me with experience communication and customer service. You will see that I also have a great deal of experience working with Microsoft Word, Excel and PowerPoint presentations. My volunteer experience with Ida B. Wells Museum has also provided me with a great deal of experience in administration, customer service and leadership. During my tenure with Center Hill High School I was enrolled in an vocational nursing program (Allied Health) which provided me with hands on experience with the nursing environment. My clinical experience with Baptist Desoto Hospital provided me with the opportunity to work in a hospital environment and exposure to day to day work duties.

If you would like to discuss this matter, please contact me at your convenience. I will look forward to hearing from you.

Sincerely,

Porche' Wooten

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## **Objective**

To obtain a position in a fast moving organization that will exploit my education and experience while allowing me to continue to use my skills and training.

## **Offer**

Computer skills...customer service....communication skills....administration skills....leadership and hospital clinical experience...Microsoft Office... Word ...Excel...Access...PowerPoint...ability to deliver incisive presentations in a group environment....and a strong desire to work in a fast moving environment

## **Education**

Center Hill High School, Olive Branch, MS; Major course of study with concentration Nursing; Graduation Date: May 2013

## **Employment**

### **Burger King**

Cashier

### **Olive Branch, MS**

March, 2013 – June, 2015

- customer service
- prep work
- cook
- cashier

### **Wal-Mart**

Overnight Mod/Remodel Team

### **Southaven, MS**

June, 2015 - December, 2016

- organize and update products and pricing
- remodel entire store

### **Phelps Security**

Security Officer

### **Memphis, TN**

January, 2017 - September, 2018

- May, 2015

### **Kelly's Educational Services**

Substitute teacher

### **Memphis, TN**

August, 2015 - Current

- Daily job functions of a teacher

## **Volunteer Experience and Certifications**

### **Ida B. Wells Family Art Gallery**

Administrative assistant

### **Holly Springs, MS**

May, 2015 – Currently

- Bookkeeping
- Assist with tours
- Prepare letters
- Prepare flyers
- Answer Phones
- Receipt donations

### **Achievements:**

National Honor Society, Honor Roll, Certification for CPR

## **References**

Leona Harris  
Hwy 4 North  
Holly Springs, MS 38635  
662- 252-3232  
idabwells@yahoo.com

Pastor Antonio Jones  
New Direction Christian Church  
901-846-9390  
antoniojns966@gmail.com

LeToya Tate, NP  
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