## Takia L.Covington

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**SUMMARY**

Seeking employment in the healthcare field where I can utilize my experience in direct patient care,

and offer 8 years of experience in customer service

**Key Competencies**

EKG Medical Terminology Pharmacology

CPR Phlebotomy First Aide

MS Excel MS Word MS PowerPoint

**EDUCATION**

**Cosmetology License**  **3/2010 - present**

Brio Academy School of Cosmetology East Hartford, CT

**Patient Care Associate**  **2009**

Connecticut Training Center East Hartford, CT

**General Studies**  **9/1998 - 6/2002**

East Hartford High School East Hartford, CT

**PROFESSIONAL EXPERIENCE**

*CNA*

**Nursing Services Inc.** East Hartford, CT **2011 –2012**

* Assisted clients with walking
* Prepared meals
* Assisted with overall hygiene as well as bathing
* Measured input and outtake
* Performed range of motion
* Note any unusual changes with clients and report to nurse
* Kept linen cleaned at all times

*CNA*

**Mt. Laurel Gardens** Glastonbury, CT **2009-2010**

* Assisted residents at mealtime
* Observed and reported any health issues to supervising nurse
* Kept residents area cleaned at all times

*Parking Enforcement Officer*

**Central Parking Systems** Hartford, CT **2008-2010**

* Processed violation tickets for expired parking meters as well as traffic violations
* Collected and calculated money from the meter machines daily
* Provided customer service (demonstrate how to use meter machines)

*Customer Service Representative*

**Verizon Wireless** Wallingford, CT **2007**

* Operated multi line phone system
* Reconnected and disconnected wireless services
* Upgraded equipment as well as price plan changes
* Troubleshooting as well as issue credits and debits on accounts

*Customer Service Representative*

**Automatic TLC Fuel Oil**  East Hartford, CT **2005 – 2006**

* Scheduled oil deliveries and equipment cleanings
* Performed outbound calls to members to notify them on budget plan changes
* Assisted in internal mail processing
* Used copy and fax machines

*Legal Assistant*

**Law Offices of Howard Lee Schiff** East Hartford, CT **2002 –2005**

* Processed small claims documents to be sent to small claims courts
* Printed and filed affidavits to have them signed by the notary
* Assisted file room with alpha and numeric filing