

An exceptional UTA graduate, seeking an entry-level career with an exceptional organization.

Possesses demonstrated customer service skills; data entry skills; advanced user skills with Microsoft Word and PowerPoint; effective communication skills; problem solving skills; time management skills; organizational skills; adaptability skills; problem solving skills; proficiency in written and spoken English.

Work History

Ellis County Juvenile Detention Center (Waxahachie, TX)

11/18-Present

Juvenile Detention Officer/Admission Coordinator

- Receives, processes, and supervises youth during intake into detention.
- Screens youth for mental health issues.
- Obtain charges, personal data, completes admission, mental, medical, and screening forms.
- Makes critical and sound judgments during crisis or potentially dangerous situations.
- Provides individual and group counseling to all youths to promote and increase personal awareness of responsibilities and alternatives.
- Observe and record mental, physical, and behavioral concerns.
- Take referral information via phone calls and obtain necessary clinical and insurance information.

Spears House of Care (Dallas, TX)

10/10-Present

Assistant Manager

- Throughout the week, work between all three assisted living locations within Dallas, TX.
- Assists the on-site managers with overall operations.
- Performs as an information resource for staff, residents, families, and potential clients.
- Schedule appointments and meetings for residents, staff, potential clients, and management.
- Writes, revises, and proof-reads observation reports before they are submitted to upper management, owners, and clients.
- Persuades potential clients to do business with us.
- Trains, motivates, and supervises staff; maintains time and attendance sheets.
- Develops, coordinates, and evaluates daily recreational programs and activities.

Destiny Academy (Arlington, TX)

05/14-08/16

Lead Teacher

- Worked as a full-time lesson planner, tutor and teacher who supervised children and worked directly with academy staff and parents.
- Created daily easy-to-follow activities that were engaging and improved classroom participation among the children.
- Supervised and monitored the safety of all children within the facility.
- Tracked the educational achievements of the children in my direct care, which included data entry and creating progress reports.
- Identified potential emotional or behavioral problems and determined the right course of action.
- Trained new teachers.

Metro PCS (Dallas, TX)

06/09-10/10

Cashier/Salesman

- Worked at the local PCS store after school and on occasional weekends.
- Assisted on the sales floor as needed during high store traffic hours.
- Kept track of all merchandise and restocked shelves accordingly.
- Sold merchandise to customers.

Community Service

- Basketball coach and mentor for the Desoto Raptors community league players.

Education

- **University of Texas at Arlington-***Bachelor's Criminology and Criminal Justice*
- **Cedar Valley College-** *Associate's in Science*