



Viola Cleveland

1 message

<amgscedrick@gmail.com>

Thu, Jun 6, 2019 at 10:46 PM

To: Ms. C <kae.cleveland@gmail.com>

Viola Cleveland

5333 Marvin love Fwy #241

2148377079 kae.cleveland@gmail.com

Educational Background

•ATI Career Training Center- Dallas, TX Graduated - May 2009

Awarded: Most Professional, Perfect Attendance, Highest GPA and Student of the Mod

•South Oak Cliff High School-Dallas, TX Graduation - May 1984

Diploma Awarded Perfect Attendance, National Honor Society, A-B Honor Roll

Professional Experience

•Noble Home Care 03/2018-03/2019

Assisted client with daily living.

•Lee Construction Company 04/2003-06/2018

Office manager

Payroll, scheduled meetings, inventory, ordered all supplies, answered incoming phone calls.

•North Texas Kidney Care Associate 08/2009-02/2016

Certified Registered Medical Assistant

Assist doctor with procedures and injections, collected all co pays, payroll, scheduled all procedures at hospital and imaging, confirmed all appointments for next visit with patient, ekg's, aorta scans, draw labs and pad net.

•Budget Truck & Car Rental 06/2006- 07/2009

Receive inbound calls, made reservations for hotel and car reservations and received payments by credit card over the phone.

•Travelocity 05/2005- 06/2009

Received inbound calls, made reservations for all inclusive resorts, and took credit card payments by phone.

Sent from my iPhone