

# Andrea Scott

**Seeking a position with a growing company where I will be able to utilize my skills and advance within the company.**

Duncanville, TX 75137

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214-282-7432

Authorized to work in the US for any employer

## Work Experience

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### **Clerk**

1st Commerical Investment - Duncanville, TX

August 2014 to Present

.Type

. File

. Set appointments to view commercial and residential properties.

### **Customer Service Supervisor**

Walmart - Red Oak, TX

March 2012 to July 2014

.Identified individual development needs with appropriate training

.Managed work flow to exceed quality service goals

.Developed highly empathetic client relationships and earned a reputation for exceeding service standard goals.

### **Home Health Aide**

Advance Home Health - Duncanville, TX

October 2010 to December 2011

- Assist patient with activities of daily
- Medication reminder
- Light housekeeping

### **Packer/Machine Operator**

Brady Corp Manufacturing - Mesquite, TX

February 2008 to July 2010

- Set up machine according to parameters
- Make minor adjustments during run process
- Record daily production

### **Office Manager/Administrative Assistant**

Broker One Realty - DeSoto, TX

January 1999 to February 2008

- Type customer data into company's computer system
- Answer the telephone and file customer's paper work

- Collect cash, credit card, or money order payments for fees

**PCA/CNA**

Presbyterian Healthcare Services - Dallas, TX  
April 1998 to December 1998

- Assist patients with activities of daily living
- Record vitals and measurements
- Assist with bathing and dressing

## Education

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**Diploma**

Middle College High School - Dallas, TX  
May 1998

## Skills

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Microsoft Windows Microsoft Excel Personal Computer Hardware

## Certifications/Licenses

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**CPR**

## Additional Information

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**Highlights:**

- Work well in a high pressure environment
- Quickly learn procedures and methods
- Dependable -can work without supervision
- Computer literate -can quickly learn new software