

Dorothy Gipson

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214-845-1315

To obtain a position within a company where my skills and abilities will be utilized to the fullest and the opportunity for growth and advancement.

Authorized to work in the US for any employer

Work Experience

Security Officer

Metro One - Dallas, TX

December 2018 to June 2019

- Secure premises and personnel by patrolling property; monitoring surveillance equipment ; inspecting buildings .
- Retail Store ,Business .
- Complete reports by recording observations information .
- Contribute to team effort by accomplishing relate result as needed.
- Providing excellent customer service .
- Protect company's assets relative to theft ,fire or any other safety issues.

Resident Care Aide

Belmont Assisted Living - Dallas, TX

November 2017 to November 2018

- Helping to providing assistants with everyday living task including : Bathing, feeding, dressing etc.
- Light Housekeeping
- Utilizing all materials to help transport patients.
- Answering all call lights and request .
- Reporting all documentation on each patients.
- Keeping all patients information confidential.

Supervisor Security Officer

United American Security - Dallas, TX

May 2016 to September 2017

- Log in truck drivers in and out.
- Supervise and coordinate the delivery of quality services to an assigned customer. Act as a liaison between customer,
- Operation Manager and security officers. Supervise site staff, providing coaching, recognition and discipline within approved empowerment range.
- Supervisory Responsibilities

Construction Worker / Warehouse

Northeast Contracting Services - Dallas, TX

July 2015 to March 2016

- Packing Materials
- Sorting
- Order Filling
- Grouting Concrete
- Painting
- Power washing
- Following all health and safety regulations
- Scrapping

Housekeeping

Parkland Hospital - Dallas, TX

July 2014 to November 2015

- Keeps work areas neat and orderly, cleans equipment and assists with other cleaning duties as assigned.
- Performs terminal cleaning procedures of patient rooms and prepares rooms for new occupants; follows isolation
- Procedures in isolation rooms.
- Keeps records of linen distribution by department; checks floor linens supplies and lists linen use by department.

Education

Certificate(only) in Phlebotomy Course

Performance Masters - Dallas, TX

March 2017 to May 2017

Diploma

Timber Creek Academy - Dallas, TX

May 2014 to November 2015

Skills

Possess excellent communication with patient -relations skills or people in general. The ability to provide quality care to others. Being professional at all times. And providing care for the physical ,emotional ,social needs. (Less than 1 year)