

# Shira Jones

Lancaster, TX 75146

[shirajones88@yahoo.com](mailto:shirajones88@yahoo.com)

9724821742

Seeking a position with flexible hours that allows me to continue my education while learning new skills.

Authorized to work in the US for any employer

## Work Experience

---

### Housekeeper

Healthcare Services Group - Lancaster, TX

July 2019 to Present

Include: Performing a variety of cleaning activities such as sweeping, mopping, dusting and polishing. Ensuring all rooms are cared for and inspected according to standards. Protecting equipment and making sure there are no inadequacies.

### Direct Support Professional (DSP)

Community Options, Inc. - Dallas, TX

March 2019 to April 2019

Examples of Direct Support Professional tasks include helping patients with daily activities, accompanying them to doctor appointments, cooking and serving meals, performing light housekeeping duties, running errands, and providing companionship

### Med Tech/Caregiver

Meadow Creek Assisted Living - Lancaster, TX

June 2018 to April 2019

We are searching for a highly-analytical and organized Med Tech to join our dynamic team. In this position, you will collect and organize samples for examination and work with other medical professionals to ensure results are correct. Your duties will include collecting samples, reviewing test results, analyzing samples, and presenting results.

This position requires a qualified professional with in-depth knowledge of biology, chemistry, and various medical equipment. In addition to being an excellent communicator, our ideal candidate will also demonstrate outstanding analytical and organizational skills. Caregivers work in the home and help their clients with daily activities, such as bathing and bathroom functions, feeding, grooming, taking medication, and some housework. Caregivers help clients make and keep appointments with doctors, provide or arrange transportation and serve as a companion for their clients.

### Direct Care Staff

INDEPENDENT OPPORTUNITIES INC - Oklahoma City, OK

June 2017 to November 2018

Assisted individuals with their daily living, provided safety, and comfort. Provided assistance to people with basic tasks such as bathing, dressing, grooming and eating. Helped with home management tasks such as preparing meals, grocery shopping, and cleaning.

## **HTS/MAT**

We Care Home Health Services - Oklahoma City, OK  
January 2018 to April 2018

Habilitation Specialists provide support to disabled clients and help them live independently. Essential job duties of a Habilitation Specialist are designing and executing rehabilitation programs, hiring and training staff, conducting client assessments, and creating personalized treatment plans

## **Janitorial**

ABM Janitorial and Security - Oklahoma City, OK  
January 2018 to March 2018

Responsible for cleaning buildings, removing debris, and keeping areas neat and tidy. Vacuums and buffs floors, shampoos carpets, empties trash receptacles, and replace lining of trash cans

## **Account Representative**

GC Services - Oklahoma  
October 2015 to April 2017

The collections clerk position is accountable for collecting the maximum amount of overdue funds from customers, which may include a variety of customer location techniques, collection methods, legal claims, and the selective use of outside collection services.

## **PCA Personal Care Assistant**

Complete Home Health Care LLC - Oklahoma City, OK  
January 2017 to March 2017

Assisted in the administering of bedside and personal care, such as ambulation and personal hygiene assistance. Perform housekeeping duties, such as cooking, cleaning, washing clothes and dishes, and running errands. Assisted with providing companionship and personal care to clients from ages 47 to 89 years of age Provided support and care for elderly clients while primary caregiver was running errands Abided by all OSHA and DHS health and safety regulations Answered telephone calls and took and relayed messages in a timely manner Other duties as assigned

## **Unloader/Loader**

walmart supercenter - Oklahoma City, OK  
August 2016 to September 2016

- Carry out varieties of duties related to customer service
- Responsible for unloading all products and items being brought to the outlet by trucks
- Bear such unloaded items to the store
- Sort items unloaded from the trucks at the store
- Relocate all merchandize unloaded and sorted to their respective departments in the outlet
- Lift equipment and other heavy items in various departments when such task is required
- Be aware of all safety-related rules and regulations of Wal-Mart
- Give full focus to customer satisfaction
- Adapt to new working environment and condition
- Operate heavy equipment used at Wal-Mart.

## **Cashier**

Dollar General - Oklahoma City, OK  
May 2016 to September 2016

Responsible for taking money in the form of cash, check, or credit card from patrons in exchange for food or services. Scans items, provides change, balances drawer, and processes card transactions.

### **Home Health Aide**

Girling Home health care - Oklahoma City, OK

May 2011 to May 2012

2601 NW Expressway suite 700E

Assisted in the administering of bedside and personal care, such as ambulation and personal hygiene assistance.

Perform housekeeping duties, such as cooking, cleaning, washing clothes and dishes, and running errands.

Assisted with providing companionship and personal care to clients from ages 47 to 89 years of age

Provided support and care for elderly clients while primary caregiver was running errands

Abided by all OSHA and DHS health and safety regulations

Answered telephone calls and took and relayed messages in a timely manner

Other duties as assigned

### **Daycare Worker**

Shira's Child Care - Oklahoma City, OK

June 2010 to June 2011

Child Care Provider

Provided care for up to 5 children aged 6 months to 3 years old

Prepared nutritious meals and snacks

Changed diapers

Led playtime and story time activities

Cared for cleanliness and grooming needs

Interacted and communicated with parents

Prepared and adhered to schedules for children

Followed all safety and health guidelines

Prepared children for naptimes

## Education

---

### **general study**

Oklahoma City Community College - Oklahoma City, OK

July 2011 to May 2013

### **High school in General study**

Putnam City North High School - Oklahoma City, OK

August 2006 to May 2011

## Skills

---

Customer Service (3 years), Collections (1 year), Server (3 years), financial agency (1 year),

Troubleshooting (1 year), Janitorial (Less than 1 year), Healthcare (4 years), CPR (2 years), Receptionist

(Less than 1 year), Customer Service Skills, Disability, Direct Care, Home Health, Personal Care, Direct Support, Housekeeping, Filing, Cleaning, Time Management

## Assessments

---

### **Nursing Aide Skills — Proficient**

February 2019

Measures a candidate's ability to provide nursing aid to patients using knowledge of relevant equipment and procedures.

Full results: [https://share.indeedassessments.com/share\\_assignment/ki6egs7lrhb2laa](https://share.indeedassessments.com/share_assignment/ki6egs7lrhb2laa)

### **First Aid Skills — Proficient**

February 2019

Measures a candidate's ability to identify treatments for common medical emergencies.

Full results: [https://share.indeedassessments.com/share\\_assignment/um4afpvakdj0p8j](https://share.indeedassessments.com/share_assignment/um4afpvakdj0p8j)

### **Project Management Skills: Time Management — Completed**

March 2019

Measures a candidate's ability to prioritize and allocate time to effectively achieve project deliverables.

Full results: [https://share.indeedassessments.com/share\\_assignment/z0j1px-ouy8vapdm](https://share.indeedassessments.com/share_assignment/z0j1px-ouy8vapdm)

### **Medical Terminology — Completed**

March 2019

Measures a candidate's ability to understand and appropriately use medical terminology.

Full results: [https://share.indeedassessments.com/share\\_assignment/u7k9bd2s8jrnqmk](https://share.indeedassessments.com/share_assignment/u7k9bd2s8jrnqmk)

### **Conscientiousness — Highly Proficient**

March 2019

Measures a candidate's tendency to be rule-abiding, well-organized, hard-working, confident, and think before acting.

Full results: [https://share.indeedassessments.com/share\\_assignment/nnhvcapxu4louely](https://share.indeedassessments.com/share_assignment/nnhvcapxu4louely)

### **Technical Support Skills — Familiar**

March 2019

Measures a candidate's ability to apply protocols to identify errors and solutions in order to maintain system function.

Full results: [https://share.indeedassessments.com/share\\_assignment/iqamistgvfn4i-gu](https://share.indeedassessments.com/share_assignment/iqamistgvfn4i-gu)

### **Accounting Skills: Basic Principles — Completed**

March 2019

Measures a candidate's ability to prepare financial records according to federal policies.

Full results: [https://share.indeedassessments.com/share\\_assignment/gfbvzdg53jowqow8](https://share.indeedassessments.com/share_assignment/gfbvzdg53jowqow8)

### **Basic Computer Skills — Proficient**

March 2019

Measures a candidate's ability to perform basic computer operations, navigate a Windows OS, and troubleshoot common computer problems.

Full results: [https://share.indeedassessments.com/share\\_assignment/vxjnpouhfvh-97k](https://share.indeedassessments.com/share_assignment/vxjnpouhfvh-97k)

## **Scheduling Skills — Completed**

March 2019

Measures a candidate's ability to cross-reference agendas and itineraries to avoid conflicts when creating schedules.

Full results: [https://share.indeedassessments.com/share\\_assignment/1wmwfnzti-lfnyg](https://share.indeedassessments.com/share_assignment/1wmwfnzti-lfnyg)

Indeed Assessments provides skills tests that are not indicative of a license or certification, or continued development in any professional field.

## **Additional Information**

---

### **Skills**

Intermediate computer skills

Knowledgeable of Microsoft Office Word, Excel, Publisher, PowerPoint

Work well with limited supervision

Experience conducting research and recording data for later review and action

Experience filing/faxing/copying

Adept at multi-tasking

Self-motivated to learn and succeed

Good organizational and time management skills

Able to quickly learn and adapt to new situations and environments

Work well both independently and as part of a team

Exceptional phone etiquette