

# Yolanda Lindsay

**Monitored clients behavior, data entry, vidals, drug test, property search, transport, security officer level 2, cashier, sales associate, clerical, recovery coach, behavior health and mental health as well as customer service**

Dallas, TX 75216

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(972) 537-6809

Seeking job in health care field like patient transporter, Information clerk, Driving, Mental Health Tech, Behavior Tech, Light Clerical and Data Entry

Authorized to work in the US for any employer

## Work Experience

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### **Resident Assistant**

Right Step - Euless, TX

February 2019 to Present

Monitor behaviors, 12 step groups, RA led groups, transport to meeting, appts, hospital etc. Vidals and record all information in easy step .

### **Security Officer**

D & L Entertainment Security - Dallas, TX

October 2018 to Present

Monitor a senior living facility for all activities, monitor camera's, scan the the building, help with event activities, assistant to the resident with professionalism and solve minor problems

### **Peer Support Specialist**

The Bridge Homeless Shelter - Dallas, TX

November 2017 to Present

Help guest try and get on the right track with living life on life terms. Offer all kinda of helpful resources the bridge has to offer.

### **Monitored clients behavior, data entry, vidals, drug test, property search, transport**

Phoenix House Drug Treatment - Wilmer, TX

August 2015 to September 2016

CSS

Dec 01, 2009 - Mar 12, 2011

Provide coient supervision and ensure clients adhere to dailu program schedule

Monitor and participate in program events and activities.

Conduct and document routine facility checks for noncompliance of program rules.

Perform contraband searches as needed and administer urine analysis screenings in accordance to policies and procedures.

Complete all other duties as assigned.

Dispensed and invenjtoried client medications.

Cornell Company, Wilmer, Texas  
Tech

Apr 11, 2008 - Dec 01, 2009

Dispensed and inventoried client medications.

Monitor clients activities daily.

Relay client issues as needed to appropriate staff members.

Handled client family concerns.

Drove clients to and from all appts.

Premier Cinema 6 Theater, Amarillo, Texas  
Customer Service

Feb 21, 2004 - May 03, 2005

Provided Consistent quality customer service.

Responsible for stocking merchandise.

Prepared food service menu items daily.

Greeted, took paments, and provided change to customers.

## Education

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### **None in Recovery Coach**

Training Class - Dallas, TX

September 2018 to September 2018

### **None in CNA**

Nurses Aide Academy - Dallas, TX

October 2011 to October 2011

### **GED**

State Board of Texas - Dallas, TX

## Skills

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DATA ENTRY (1 year), MAINFRAME (Less than 1 year), TYPING (4 years), Customer Service (8 years), Customer Support (8 years), Help Desk (4 years), Call Center (Less than 1 year), Direct Support (7 years), Desktop Support

## Certifications/Licenses

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### **Recovery Coach Specialist**

September 2018 to September 2019

Can work as Peer Support Specialist, Recovery Coach

## Assessments

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### **Customer Focus & Orientation — Highly Proficient**

May 2019

Responding to customer situations with sensitivity.

Full results: [https://share.indeedassessments.com/share\\_assignment/9diheuvplsypyyvh](https://share.indeedassessments.com/share_assignment/9diheuvplsypyyvh)

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

## Additional Information

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Data Entry Basics, Driver Shuttle, Lot Attendant, Customer Service, Cashier, Mental Health Tech, Behavior Health Tech,

Computer Skills

Typing Speed 25 Words Per Minute

- Data Entry Terminal (PDT, Mainframe Terminal, etc)
- Word Processing Software (Word, WordPerfect, etc)

Language Skills

English - Excellent ( Read Write Speak )

Driver's License

Class C - Standard Driver's License