

# Lillie Hamilton

## **Dependable, Dedicated, Team Player**

Glenn Heights, TX 75154

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(469)285-2620

## Work Experience

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### **Home Health Aide**

Positive Home Health Agency - Dallas, TX

May 2017 to Present

Provided total patient care, Administer Medications, Light house keeping and lifting, turning, cooking, feeding.

### **Production Aide**

Lucy's Culinary - Dallas, TX

August 2018 to May 2019

To support Food & Nutrition Services Department (FCNS) by performing meal preparation, service, cashier and cleaning duties at the cafeteria. Adhere to high level of safety and sanitation

- Six months of food service experience is preferred
- Knowledge of methods, material, equipment and appliances used in food preparation
- Effective planning and organizational skills
- Good customer service skills
- Must be able to work in both hot and cold temperatures
- Must be able to read, write and comprehend and speak English

Responsibilities:

- Assist and prepare food and beverage for breakfast, lunch and supper and other programs according to FCNS standardized recipes and guidelines to serve students and staff in a safe and efficient manner
- Complete pre-preparation of meals according to the department's standardized recipes. Check and report the availability of food and supplies to Cafeteria Supervisor in advance of food preparation
- Properly use and maintain equipment in the preparation and service of meals, reporting malfunctions promptly to Cafeteria Supervisor
- Perform cashier, dish washing and meal serving duties as instructed by Cafeteria Supervisor. Keep count of meals served, monies collected and records temperature of food, refrigeration and freezer equipment as directed
- Comply with sanitation standards as established by the City Health Department and FCNS
- Assist with the proper storage of food and supplies as instructed by Cafeteria Supervisor
- Set-up, monitor and replenish serving stations, as required
- Serve meals to customers as directed by Cafeteria Supervisor ensuring correct portion sizes, meal requirements and time standards as established by department
- Read labels and use appropriate chemicals to clean and sanitize equipment, work area and utensils
- Clean cafeteria and or kitchen area which include wiping down tables, pick up trash, sweeping and moping floor, cleaning equipment, putting trash cans in proper location, putting up cafeteria seating

- Attend trainings as scheduled
- Must routinely lift and/or move up to 25 lbs unassisted and up to 50 lbs with assistance
- Perform all other duties and tasks as assigned
- All federally funded incumbents of this position must comply with time and effort reporting requirements through personnel activity reports or periodic certification, as appropriate

### **Private Caregiver**

Contracted - Dallas, TX

July 2017 to January 2018

Provided total patient care, Administer Medications, Light house keeping and lifting, turning cooking, feeding.

### **Diet Clerk Operator**

UT Southwestern Medical Center - Dallas, TX

October 2013 to August 2016

Diet Clerk Operator - Customer Service, Taking patients orders. Prepares dietary information for preparation of food for hospital. Obtain nutritional data via.

computer, the medical records per physician /Dietitian orders to assist with the nutrition screening of patients and intra and inter departmental follow up on diet complaints with diets with the supervisor and dietitians.

Communication of the patients dietary needs. Process orders for food preferences, menu compliance and dietary restrictions. Enters dietary data information on the master menu for the kitchen staff in preparation of food for patients. Answer Inbound calls and relaying information concerning meal changes, complaints or patient discharge. Deliver formula and nourishment to unit pantries.

### **Cashier/Bookkeeper**

Jamaica Jerk Center - Dallas, TX

January 2009 to October 2013

Customer services, cashier, food server, and cash balancing, inventory, filing invoices, Bookkeeping

### **Accounts Receivable/ Billing Representative**

Securus Technologies, Inc - Dallas, TX

February 2012 to March 2012

Calling all new customer regarding accounts input and updating information

Running a credit checks for a credit approval with Equifax on there phone

Checking self pay and prepaid accounts, placing payment with credit card.

Answering billing question on the account.

### **Application Verifier/Mail clerk/Warehouse helper**

DISD/ People Corp Agency - Dallas, TX

October 2010 to November 2011

Recruiters/DISD Food and Child Nutrition Services - Dallas, TX - October 2010 to November 2011

Proficient with Tele-Form Verifier software program that can interpret documents and forms via input from a document scanner, Fax server, E-mail or the internet and convert the Alpha/Numeric Handprint (ICR),

Machine Printed text (OCR), Shaded Circles/Squares (OMR) and Bar Codes. Verifier is used to review all

forms that require a human to review failed validations and invalid dates or Characters. Work with Visual Boss software involving Free and Reduced Meal Price applications. Verify application using last and first

name, student ID number or application number. Audit Free and Reduce application to correct any errors and prepare application process for CRE (Coordinated Review Effort). Sorts mail by placing in appropriate

boxes. Deliver office supplies and materials applying postage to all outgoing mail certified, and registered,

UPS, FEDEX Receiving merchandise, confirm delivery, stocking supply's daily maintain storage keep clean and neatly manner, perform other duties.

## **Dialysis Technician**

Reuse Tech - Dallas, TX

December 2007 to April 2010

Cannula ting patients put on the dialysis machine for treatment. Monitor alarms and setting required by physicians order to provide safe dialysis treatment. Data entry, 10-key

By touch, filing, customer service, Inventory of supplies, and receiving merchandise stocking supply's daily.

Maintain storage keep clean. And mixing bicarbonate. Also cleaning reverse osmosis tanks, take blood spin,

shipping labs, pre and post vitals, temp. and blood pressure. Answering phone and assist in maintenance of equipment with inventory and service recording frequently which is required to lift or exert force up to 50

pounds. Provide telephone support to assist office assistant. Perform all other job related duties as assigned.

Supervisor: Cindy Roberts

## Education

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### **Vocational in CNA**

Mc Fatter Vocational - Davie, FL

1985 to 1986

### **General Studies**

Plantation High School - Sunrise, FL

1981 to 1985

## Skills

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Epic, Patient Care, Vital Signs

## Certifications/Licenses

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### **CPR/First Aid**

## **CNA/HHA**

May 2019 to May 2021

## **CPR**

## **Certified Nursing Assistant (CNA)**

### Additional Information

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#### SKILLS

Excellent Cna skills documenting patient status progress notes in epic and knowledge of various diet programs nutritional meals prescribed for patients, perpare meals set up trays, customer service. Teacher assistance preschool, bus aide, Driver at United cerebral palsy, Assembly lines configuration, packing cell phones in boxes and lines operations food package handler@ Publix distribution packing, production aide, Rf scanning, Dialysis tech, cannulating patients putting on dialysis machine set up data entry. Monitoring blood pressure, diabetes testing, calibrating machines concentration mixture bicarbonate, labs, spinning blood, completed requisition, sending off labs. sterilizing and cleaning dialyzer, mixing formaldehyde, tank and dialyzer machine sterilizing. Data Entry, filing alphabetical ,numeric, remove staples, paper clips and checking file orders. typewriter, 10- key calculator, cash register, fax machine, copier, switchboard, answer Inbound and outbound calls

- clerical, word, Microsoft, excel, scanner, e-mail. Medical Detail-oriented and self motivated worker.
- Trained in the provision of social and emotional support with any age group
- Sound knowledge of medical terminology

Office equipment and mail sorter, batching, alphabetical and numerical, postage stamp and sending Fedx, Ups store etc.

Insurance Verification, application verifier, activating credit card. Knowledge of aseptic techniques and principles, inventory ,stocking rotating stock, hospice care(2 years). Contracted with Dallas metrocare, Paso & Paso. Respite care, consumers with intellectual disabilities. Contracted home home care.