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# BRIANA HARRIS

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## OBJECTIVE

Seeking a job where my skills and education will be challenged and where I can obtain employment at an organization where I can focus on providing excellent services to any clients in need.

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## SKILLS

- Case Management
  - Detail-oriented/Organized
  - Time Management
  - Strong Communication Skills
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## EXPERIENCE

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### HARBOR HOSPICE-OFFICE COORDINATOR

5/2018-CURRENT

- CHECK AND VERIFY MEDICAL BENEFITS FOR PATIENTS
- ORGANIZE FILES
- CREATE LETTERS FOR FAMILIES TO BE OFF
- PROCESS TIMESHEETS FOR EMPLOYEES
- CREATE AGENDA FOR MEETINGS

### TEXAS INITIATIVE PROGRAMS-COMMUNITY LIVING SUPPORT

10/2017-04/2018

- FACILITATING THE CLIENT'S INDEPENDENCE AND INTERGRATION INTO THE COMMUNITY.
- DEVELOP SUPPORT AND MENTORSHIP TO MEET NEEDS OF FAMILIES OF CHILDREN CLASSIFIED AS AT RISK YOUTH

### UNDER 1 ROOF-INTERN

01/2017-08/2017

- Case Management
- Intake Assessment/Social Services
- Home Visits/Reporting

### BRAMUS ICE CREAM-CASHIER

08/2014-Current

- Customer Service/Drive Thru Window Service
- Cash handling
- Food preparation/Stocking/Cleaning

### HOME DEPOT-CASHIER

07/2013-07/2014

- Help customers make purchases and operate registers
- Help management team with stocking, organizing, and cleaning

### NAAMAN HEALTH COMMUNITY SERVICES-HHA

10/2012-12/2012

- Monitors patient condition by observing physical and mental condition, intake and output, and exercise. Supports patients by providing housekeeping and laundry services; shopping; preparing and serving meals and snacks; running errands.



**METHODIST CHARLTON HOSPITAL-VOLUNTEER**

06/2009-03/2011

- Doing office work, prepare charts of the patients. Transfers, discharges, or admissions of patients. Answer phone calls from the main desk and patients.

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2011 DUNCANVILLE HIGH SCHOOL - **HIGH SCHOOL DIPLOMA BASICS**

2013 NORTH LAKE COLLEGE- **ASSOCIATE OF SCIENCE LIBERAL SCIENCE**

2017 UNIVERSITY OF TEXAS AT ARLINGTON- **SOCIAL WORK BSW**

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