

Keundra Richard

DeSoto, TX
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(214)929-1371

Authorized to work in the US for any employer

Work Experience

Patient Registrar

Huntsville Memorial Hospital - Huntsville, TX
January 2017 to October 2017

Pre-admit and register patients for inpatient, outpatient and surgical services as well as verify insurance coverage, get insurance benefits and required authorizations.

HR Intake Specialist

Q&A Health Services - DeSoto, TX
June 2016 to January 2017

Responsibilities get client's information to send over to Department of Aging and Disability.

Follow up with current client intakes for any changes

Data entry

Attend Hiring events for Skilled Care Services

Create recognition ideas for active attendants with agency

Waitress

Club Onyx - Houston, TX
August 2015 to January 2016

Serve food and drinks to paying customers

Server

Movie Tavern in Green Oaks - Arlington, TX
July 2015 to August 2015

Responsibilities

Was assigned movie theaters and took customer orders

Skills Used

Customer Service

Sales Associate

Macy's - Dallas, TX
November 2014 to January 2015

Responsibilities

Sale fashion jewelry, watches, and women's dresses

Accomplishments

Top sales every week and goals were met daily

Skills Used

Communication, Computer, and Bilingual skills were consistently used.

Team 2 Birthday Party Planner/Cashier

Chuck E' Cheese - Dallas, TX

February 2008 to August 2013

Schedule and Assign birthday parties to a friendly host/ hostess

- * Train birthday party host/hostess
- * schedule birthday party with parent face -to-face or over the phone, and make the birthday child have a memorable party
- * Ring up birthday parties on my own register
- * Clean restrooms, change trash, tables, sweep floors, and under tables.
- * Suggestive sales/Up sell
- * serve guests to make sure they leave happy
- * Inventory/Order merchandise
- * Filing

Education

BS in Major:General Studies Minor:Health, Psychology, Chemistry

Sam Houston State University - Huntsville, TX

2013 to August 2018

Associates in Science

Mountain View College - Dallas, TX

2009 to 2013

High School Diploma

Crossroads Academy - Cedar Hill, TX

August 2003 to May 2007

Skills

Fluent in English and Spanish,Type 30-40 WPM,Expert in Microsoft Word, PowerPoint, Excel, Access, Outlook, Publisher, and FrontPage (10+ years)

Awards

Texas Scholar Award

May 2007

Employee of the Month

April 2008

received employee of the month in recognition of outstanding service.

Suggestive Sales

February 2009

won the 1st Quarter Suggestive Selling contest

Hospitality

February 2011

Showed Hospitality toward every guest making sure they leave happy.

Certifications/Licenses

CPR

November 2014 to November 2016

TABC Certification

October 2015 to October 2017