**JUSTICE D. HENRY**

**1513 Raintree Rd, Lancaster TX 75146**

[Darriel504.jh@gmail.com](mailto:Darriel504.jh@gmail.com)

**619-408-4566**

**Professional Summary**

Ambitious and highly motivated individual with excellent guest service and cash handling experience, seeking challenging position with career potential growth and development

**Accomplishments & Certification**

First AID/CPR &AED Certified

Phi Theta Kappa Honor Society Member (Vice President)

HonorSociety.org Member

**Work History**

**Patient Access Rep-Texas General Hospital-**Grand Prairie TX-08/2017-current

Register all patients into the emergency room gathering all necessary information and updated patients file. Responsible for verifying insurance and collecting co-pay as well as keeping the nursing up to date on all information. Answer all phone calls and keep a well organized and clean environment.

**Sams Club Accountant -**Dallas TX-12/2015-08/2017

Responsible for all cash handling in the store, in charge of balancing money of the daily business as well as making hourly deposits. Responsible for the training of new accountant associates and cashiers. Operate computers programmed with accounting software to record, store, and analyze information.

**UTA Transfer Orientation Leader-**Arlington TX-01/2016-01/2017

Provide accurate information to the incoming transfer students about academic, personal, social and campus resources. Lead small groups of 60 people and make the incoming students feel welcomed to the university and confident in their transfer process.

**Guest Service** -JCPenny - Cedar Hill, TX -11/2013-04/2015

Making sure the store is clean and organized to standard while giving every customer great service and any help needed. Restocking shelves and training others for their positions. Cash handling every day and computer work.

**Cashier/Customer Service** -Rubio’s - La Jolla, CA-06/2012-06/2013

Created a Comfortable, clean working and dining environment for all Guest. Took orders with a great personality and made sure to give the guest their food hot and to their liking. Great Guest Service and a lot of cash handling experience.

**Education**

Steele Canyon High School-Rancho San Diego-2009-2013

Cedar Valley College- Lancaster TX- January 2015- May 2018

University of Texas at Arlington TX- January 2016 – Current- Nursing Major

**Skills-** Excellent on Attendance – Great Communication skills – Highly Dependable- Joyful Personality