**JUSTICE D. HENRY**

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

**619-408-4566**

**Professional Profile**

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

**Core Competency Summary**

Approximately 6 years of customer service as well as cash handling experience. Experiences also include handling accounting and hospital software.

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| Insurance verification | Lead Diverse Teams | Microsoft Word/PowerPoint |
| Business account balancer | Excellent Communication | CPSI |
| Diagnostic Information Gatherer | Great Attendance | Athena |
| Developing others | Abundance Mentality | Accounting software |

**Employment History**

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

* Register all patients into the emergency room gathering accurate demographic and financial data
* Verify insurance and collect patient’s co-pay
* Answer all phone calls and keep a well-organized and clean facility

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

* Processed cashier’s daily sales transactions and balanced the stores money daily for each business day
* Prepared hourly/daily deposits while preparing and overseeing all Cash Fund Transfers (CFTs)
* Trained new accounting associates as well as cashiers properly
* 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 diverse groups of 60 people for specific information pertaining to their major

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

* Lead guest service agent in charge of the proper training of other team members for all departments
* Closed out all registers at the end of the day following all procedures

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

* Gained and executed excellent customer service to all guest while getting and completing their orders
* Balanced register before and after every shift accurately

**Education**

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| --- | --- | --- |
| **Associate of Science**  Cedar Valley College  Lancaster TX  01/2015-05/2018 | **Bachelor of Science**  University of Texas at Arlington  Arlington TX  01/2016-Current (05/2019) | **Bachelor of Science in Nursing**  University of Texas at Arlington  Arlington TX  01/2016-Current |

**Affiliations & Certification**

* Phi Theta Kappa College Honor Society
* Honorsociety.org member
* CPR/First Aid Certified