Tamara D Craig

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# Objective

I am currently seeking a position where I could utilize my skills and obtain a career within a company.

# Education

## high School Diploma, Pittsburg High School, Pittsburg, TX

# Skills & Abilities

* Excellent interpersonal speaking skills
* Certified CPR
* Word Processing
* Microsoft Word, Excel, PowerPoint, Outlook, Access.
* Caregiver skills
* De-escalation skills

# Experience

## Cook | Dairy Queen | 2/10/2018-6/30/2018

* Preparing food and drinks for customers.
* Operating cash registers
* Operation drive through windows
* Maintain a clean work station and environment.
* Unloading shipments from delivery trucks.
* Completing inventory.

## Sales Rep| Metro PCS | 10/2016-7/2017

* Greets customers in a timely and positive manner
* Identifies the customer's needs and provide information
* Handles all administrative aspects of the sale including paperwork
* Be knowledgeable of the products and services available.
* Maintains floor stocking levels, displays and help ensure that the store is clean and presentable to customers
* Must be available to work typical retail hours, including weekends and holiday

## Caregiver| Pace Opportunites | 1/2016-10/2016

* Supervising individuals with special needs in the privacy of a group home.
* Creating meal plans for the individuals
* Assisting with transportation and housekeeping.
* Administering medication.
* Providing ADL assistance to the clients such as bathing, dressing, and eating.
* Independently performing basic medical procedures, including recording blood pressures, pulse, temperatures, specimens and giving whirlpools.