Keistyiuana Benson

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(318) 730-4727

**Objective**

To obtain a position where I can express my skills. I’m looking for a career and not just a job. I am a quick learner and can master any task that’s put in front of me.

**Desired Job Type**

Full-time

**Work Experience**

Correctional Officer

*State of Texas*

March 2018-Present

* Manage inmates
* Make sure inmates adhere to their ail schedule

Rural Carrier

*United States Postal Service*

June 2017 – March 2018

* Deliver mail
* Sort mail
* Deliver parcels
* Sort parcels

RSS2

*Pinecrest Supports and Services*

July 2012-May 2017

* Care for individuals with mental development problems
* Train them for community living

Teacher

*Cenla Community Action Center Headstart*

June 2010 – July 2013

* Oversee and direct the planning, organizing, and implementation of individual education plans for children
* Maintain up to date files for children and family members
* Demonstrate knowledge curriculum, standards, and regulations

Patient Care Representative

*Rapides Primary Care Center*

August 2008-December 2010

* Verify customer’s insurance
* Check patients in and out
* Accepts billing payments
* Minor coding and billing
* Answer customer’s inquiries via phone

**Education**

Associate’s Degree

Information Technology

*University of Phoenix*

2014 to 2107

Bachelor’s Degree

Psychology

*Capella University*

In Progress

Diploma

*Louisiana High School*

2010 to 2010

**Skills**

* Microsoft Office Programs-Word, Excel, Powerpoint
* Computer knowledge
* Customer Service
* Organization

**Certifications**

Certified Nursing Assistant

June 2020

CPR

January 2020

**References:**

Fredrick Richard

(318) 625-9284

Sharicka Stewart

(318) 613-3946

Jasmine Wright

(318) 416-6384