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**OBJECTIVE**

Obtain a position as a team-player in a people oriented organization where I can maximize my work experience in a challenging environment to achieve the corporate goals.

**KEY QUALIFICATIONS**

* Great relationship development skills, team needs, and strategy.
* Professional outlook along with multi-tasking, time and people management, learning and organizational skills and perfectionist attitude, with fine attention to detail. Ability to communicate effectively with team members to get task and objectives completed.

**WORK EXPERIENCE**

***Houston Harris Division Patrol-security officerl***-- Feb 2016 – Nov. 2016

Developed plans to safeguard posts against accidental or unauthorized detrimental activity, destruction, or disclosure and to meet emergency data entry requirements.

***Oasis of Arkansas Adult Day Care – patient care aide, patient transport, and medical billing—Aug 2012 – present (currently bill for this company)***

Purposefully Fed, bathe, and dress the medical patients in their chairs Depending on the patient's condition. Assist with moving and transporting them; this may include helping them walk or assisting them with exercise and physical therapy. Followed strict orders and objectives to complete weekly billing in which I was assigned.

***Step by Step Senior Care - Office aide, personal care, patient transport, and delivery driver care giver, and medical billing -- April 2008 – present (currently bill for this company)***

Oversee activities directly related to providing in-home health care & providing those services. My weekly objectives were to deliver medical supplies to clients, personal care aides at management request. Filing aide notes, Medical billing with correct icd-9 codes weekly. I made sure client where picked up and dropped off at their destination in a punctual manner to ensure the quality of the service that was being provided.

**EDUCATION**

***Wilbur D. Mills University studies High School***

- Diploma, May 2006, 3.5

***University of Arkansas Pine Bluff***

- April 2007 – December 2007

***Arkansas college of Barbering and beauty***

- 1500 hours completed, *Barber licenses obtained*, June 2012

***Southwest Forklift***

- Successfully *completed* a course in forklift training which meets OSHA for power industrial truck operator, Nov 2017

***Remington College***

-Attending Medical Assistant/X-Ray program - March 2018 - Present

- CPR Certification acquired

- MA program will be complete in March 2019

**REFERENCES**

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