**Meverly Randle**

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Lancaster, Tx

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**CAREER OBJECTIVE**

**Professional Position in an environment where I can be a service to others.**

**PROFESSIONAL SKILLS PROFILE**

Work experience plus a combination of other skills with strong academic training and credentials in:

|  |  |
| --- | --- |
| * Accounts Receivable * Proficient in Windows * Business Management * Customer Service Skills * Problem Solving * Hospitality | * Utility Worker * Direct Billing * Data Entry * Purchasing * Team Orientation * Reconciliation |

**EDUCATION**

**Sunset High School** – May1978

Dallas, Texas

**EMPLOYMENT EXPERIENCE**

**Caregiver** September 2017- April 2018

**Meadow Creek**

* Monitors patient condition by observing physical and mental condition, intake and output, and exercise.
* Supports patients by providing housekeeping and laundry services; shopping for food and other household requirements; preparing and serving meals and snacks; running errands.
* Assists patients by providing personal services, such as, bathing, dressing, and grooming.
* Helps patients care for themselves by teaching use of cane or walker, special utensils to eat, special techniques and equipment for personal hygiene.
* Helps family members care for the patient by teaching appropriate ways to lift, turn, and re-position the patient; advising on nutrition, cleanliness, and housekeeping.
* Records patient information by making entries in the patient journal; notifying nursing supervisor of changing or unusual conditions.
* Enhances service reputation by accepting ownership for accomplishing new and different requests; exploring opportunities to add value to job accomplishments.
* Protects the home care agency by adhering to professional standards, home care policies and procedures, federal, state, and local requirements.

**Caregiver** June 2008-September 2017

**Miller Home Health Care**

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**Head Food Services Coordinator** June 2015-August 2016

**True Vision Day Care Center**

* Complete a beginning and end of summer kitchen equipment inventory
* Clean, pack and organize kitchen equipment as instructed at the end of the summer
* Organize safe storage of food and maintain a sanitary kitchen
* Monitor food spending to stay on budget
* Order/purchase all food items
* Participate in building of Christian communities among staff and volunteers
* Providing quality assurance by monitoring food items for taste, smell, and appearance; designing questionnaires and conducting student taste test.

**Assistant Manager** September 2004- August 2008

**Simply Fashions**

* Assists Store Manager in responsibility for the store
* Consistently creates a welcoming environment for the customer by greeting and assisting; as well as quickly responding to customer inquiries and needs
* Demonstrates desired behaviors for staff including driving sales, handling difficult and/or complicated sales, cash management, inventory, and follow-up with customers
* Assists Store Manager with providing a strong leadership presence and control in store, while ensuring that all customers receive good service and quality merchandise
* Assists Store Manager in partnering with corporate office personnel to increase sales, drive/promote merchandise categories, and expand markets
* Ensures all pricing, signage, and displays are correct at all times
* Manages and controls shrink
* Enforces all company policies and procedures, including health, safety, and security
* Monitors and audits monthly purchases; reviews transaction data

**Customer Service Lead** January 1997- June 2004

**Allied Marketing**

* Creates and maintains a high-quality work environment so team members are motivated to perform at their highest level.
* Provides daily direction and communication to employees so that customer service calls are answered in a timely, efficient and knowledgeable manner.
* Writes and administers performance reviews for skill improvement.
* Assists the manager with daily operation of the call center to include the development, analyses and implementation of staffing, training,
* Shares continual responsibility for deciding how to manage the employees, ensuring calls are handled efficiently and effectively.
* Responds to and resolves employee relations

**References available upon request**