**Montrice Taylor**

1506 Parrot Ct 469-630-4750

DeSoto, Tx 75115 montay@childrens.com

**Professional Objective:**

An ambitious professional person who independently organizes and prioritizes work. Proven ability to undertake and succeed in a variety of environments. I am seeking employment where my abilities will be utilized for personal and company growth.

**Skill Highlights:**

* Microsoft Word
* Microsoft Excel
* Medical Terminology
* Power Point
* Patient/ Family Focused

**Education:**

Dallas Can Academy **/HS Diploma June-2002**

**Professional Experience:**

**Children’s Health June 2010 – Current**

**Health Unit Coordinator**

To transcribe orders, maintain patients charts, awnser phone calls, and keep my unit organized and keep staff informed.

**Childrens Medical Center May 2008 – June 2010**

Housekeeper

To maintain cleaningness of the hospital.

**Hertz Rental Car July 2007 – May 2008**

**Transporter**

My job was to prepare cars for clients

**International Ram Associates July 2005-July 2007**

**Ticket Verifier**

I verified passengers id’s and boarding passes before they were allowed to enter thru security checkpoint.

**DeSoto Nursing & Rehab March 2005-July 2005**

**Dietary Aide**

To provide food service for residents, and putting up supplies.

**DeSoto ISD**  **Sep 2003-March 2005**

**Substitute Teacher**

To sub for teachers throughout the district

**First Horizon Home Loans June 2003-Sep 2003**

**Auditor**

Working in a mailroom inputting loans into the system. To verify and log lonas, to audit loan files to ensure that all laws and requirements are met.