# LASHUNDELLE L PRESTON

6910 S COCKRELL HILL RD APT 1315

DALLAS, TX 75236 (469) 334-1615 shundellsays@yahoo.com

# Career Objectives

INTERESTED IN ACQUIRING A POSITION WITHIN A COMPANY WHERE I CAN UTILIZE MY SKILLS AND GROW.

THERE IS ALWAYS ROOM FOR GROWTH. I AM VERY DIVERSE FAST LEARNER

# Summary of Qualifications

VERY EFFICIENT IN MEDICAL TERMINOLOGY- DATA ENTRY - INTAKE AND DISCHARGE - UTILIZATION OF

OFFICE EQUIPMENT- BASIC COMPUTER- DISPENSING MACHINE- EXCELLENT CUSTOMER SERVICE75WPM- RECORD KEEPING- ADMINISTRATIVE ASSISTANT- CLERICAL CASH MANAGEMENT

**Work History**

# ALLIED UNIVERSAL, DALLAS, Texas SECURITY OFFICER Jan 07, 2019 - Apr 16, 2019

Observe and Report assist truck drivers with the intake and output of trailers tractors and full and empty loads. Prepare intake reports to have ready for driver

# WALMART SUPERCENTER OF DUNCANVILLE, DUNCANVILLE, Texas CUSTOMER SERVICE SUPERVISOR/ CASH OFFICE ASSOCIATE Mar 21, 2018 - Apr 08, 2019

Review reports to establish baseline customer service satisfaction levels

Assisting customers that have complaints and working with them to resolve their issues.

Supervise the front end of the store including the cashiers, maintenance, customer service desk, money center, cart pushers, and the self check out and promote a positive work environment for employees and lead by example. Provide change for the cashiers

Give cash advances as needed

Approve bank cards or checks, address any register shortages Trained new associates

# UTMB HUTCHINS PRISON, HUTCHINS, Texas CMA Mar 01, 2016 - Jun 06, 2018

utilize office equipment, provided intake and discharge of patients accurately, entered data into system, maintained an organized record keeping system, provide great customer service to outside vendors and customers within the organization, administrative duties, worked as a team with Doctors, psychiatrist, nurses, and other members of the healthcare team to ensure the best care for patients, dispensed,administered, destroyed, ordered medication, ensured proper documentation, responsible for supervising and training new employees

# TOPMAK HEALTH CARE SERVICES INC, HOMEHEALTH CARE Jun 01, 2016 - Jun 01, 2018

Perform duties too varied and diverse to be classified in any specific office clerical occupation, requiring limited knowledge

# MEADOWCREEK SENIOR LIVING, Lancaster, Texas CMA/RA Jun 06, 2016 - Feb 13, 2018

utilize office equipment, provided intake and discharge of patients accurately, entered data into system, maintained an organized record keeping system, provide great customer service to outside vendors and customers within the organization, administrative duties, worked as a team with Doctors, psychiatrist, nurses, and other members of the healthcare team to ensure the best care for patients, dispensed,administered, destroyed, ordered medication, ensured proper documentation, responsible for supervising and training new employees

# RED OAK HEALTH AND REHAB, RED OAK, Texas CMA Apr 01, 2016 - Jun 12, 2017

PREPARED AND ADMINISTERED MEDS ACCORDING TO DADS GUIDELINES WORKED SIDE BY SIDE THE

NURSE DOCTORS AND OTHER SUPPORTIVE HEALTHCARE STAFF INPUT DATA INTO SYSTEM PROVIDED DISCHARGE COUNSELING

# WINDSOR PLACE HEALTH CARE, MEDICATION AIDE Jun 23, 2011 - Apr 27, 2015

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| --- | --- |
| **Education** |  |
| **NORTH TEXAS PROFESSIONAL CAREER INSTITUTE, Dallas, Texas**  **1 year college, technical or vocational school**  Major: NURSING ADMINISTRATION  Minor: LVN  GPA: 3.78  **RICHLAND COMMUNITY COLLEGE, Richardson, Texas**  **1 year college, technical or vocational school**  Major: HEALTH SCIENCES  **D. W. CARTER HIGH SCHOOL, Dallas, Texas**  **High School Diploma/GED**  GPA: 3.8 |  |
| **Occupational License or Certification** |  |
| **PRIVATE SECURITY REGISTRATION Registration**  TEXAS DPS/ PO BOX 4087, Dallas, Texas | **Expires:** Jan 10, 2021 |
| **Computer Skills** |  |
| **Typing Speed:** 75 Words Per Minute   * Data Entry Terminal (PDT, Mainframe Terminal, etc) * EMail Software (Outlook, Thunderbird, etc) * Internet Browser (Internet Explorer, Firefox, etc) * Personal Computers * Spreadsheet Software (Calc, Excel, etc) * Utility Software (Virus, File Compression, etc) * Word Processing Software (Word, WordPerfect, etc) |  |
| **Language Skills** |  |
| **English** - Excellent ( Read Write Speak ) |  |
| **Driver's License** |  |
| Class C - Standard Driver's License |  |
| **References** |  |

# DOMINIQUE MEDLOCK

SUPERVISOR

MEADOW CREEK

(214) 690-7823

# COURTNEY JACOBS

FELLOW EMPLOYEE

MEADOW CREEK

(870) 917-7953