

Debbie Mymbs

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Summary

Objective: To obtain a position where I can utilize my skills and work experience at a company where there is opportunity to advance in my field.

Detail-oriented leadership with great communication and computer skills and a track record of executing maintenance program proficiencies to exceed operational goals.

Skills

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| * STAFFING * Time management skills * High-volume dining * Results-oriented | * Safety measures * File/records maintenance * Microsoft Office * Training and development |

Experience

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| Medical City of Arlington | ARLINGTON, TX  DIETARY AIDE  *06/2014 - Current* | * Educated employees by acting as nutrition resource to departmental and healthcare staff to enhance nutritional services. * Calculated nutritional requirements to assess adequacy of diet and nutrition support. * Devised meal plans in line with patients' age, gender, diagnosis, cultural background and religious practices. * Researched and identified ingredients and nutritional components of foods, diets and menu choices. |

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| JC Penny Warehouse | Dallas , TX  ASSEMBLY LINE, PACKING ORDERS  *11/2008 - 02/2014* | * Installed bracing, padding and strapping to prevent load shifting and materials damage. * Palletized boxes for easy movement and shipment. * Used scanners to track parcel information such as condition or receipt. * Sorted cargo for accurate shipment to target locations, preventing unnecessary delays and promoting productivity. * Ensured packages were sealed properly. * Gained complete understanding of duties and job tasks for each shift, prioritizing those requiring immediate completion. * Assisted in loading delivery trucks with prepared packages. * Responded to job-related inquiries from supervisor quickly and professionally and provided updates on anticipated task completion times. |

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| Baylor Health Care System | Dallas, TX  DISPATCHER & TRANSPORTER  *09/1981 - 01/2008* | * Interacted with customers in a pleasant, cordial manner, which helped to builds positive relationships. * Devised short and long-range action plans to address a wide variety of municipal needs. * Monitored dispatch board and adjusted call priorities regularly based on caller needs. * Managed daily delivery and work schedules to maximize coverage. * Oversaw the investigation and resolution of customer and vendor issues. * Set schedules, implemented new policies and worked with managers to optimize operational procedures and establish clear objectives. * Kept detailed and updated records of calls in physical and electronic databases. |

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| Baylor Health Care System | Dallas, TX  Medical Receptionist  *02/1996 - 06/2008* | * Monitored visitors, issued badges and tracked activities to maintain optimal building security and protect staff from unauthorized persons. * Screened visitors and calls to minimize disruption for office personnel. * Prepared accurate, error-free memoranda, letters and other professional documentation for internal and external use. * Received and routed incoming mail and packages to team members, facilitating timely communication and efficient operations. * Produced and distributed team newsletters, email updates and other forms of communication to promote collaboration among team members and share important updates. * Delivered exceptional clerical support every day, including scheduling appointments, transcribing notes and mailing packages. * Directed phone calls, guests and mail to specified employees. |

Education and Training

Medical billing and coding

*2010*

EVEREST COLLEGE | Dallas, TX

Associate of Applied Science in Medical Billing and Coding

*2010*

References

References: Available upon request