

1Lateshia Spencer

2196 N. 3rd Street Terre Haute, IN 47803 | 812-264-8554 | lateshiaspencer@gmail.com

Objective

- To obtain a position of employment in a growth oriented environment that will allow me to grow with it.

Education

1995 GRADUATE OF NORTH VIGO HIGH SCHOOL

Skills & Abilities

MANAGEMENT

- As a Team Leader I have experience with Dashboards Systems, Enhancing Productivity, Improving Morale, Managing Problem Employees AND Difficult Clients, Delegating when Necessary, Multitasking, Meeting and Exceeding Deadlines, Creative and Critical Thinking, Microsoft Excel Spread Sheets, and much more.

COMMUNICATION AND LEADERSHIP

- Member of The National Poets Society
- I have been Assistant Troop Leader and Troop Leader of two of my children's Girl Scout Troops, Volunteer for Humane Society, Volunteer for Catholic Charities Food Drive Annually, Ring the Bell for Salvation Army Annually, Certified CODA Volunteer, and many other church related activities.

Experience

CASE MANAGER | FLESCHNER LAW FIRM | 2/2009 TO PRESENT

- Manage Case Loads of up to 400 Clients, verify and request medical records and providers, Weekly Reports through Dashboard, Process all incoming new client representation paperwork, file all new client Initial Applications and Appeals with Social Security, Enter all data into Needles and Tabs Systems, Assign all new clients to Case Managers, Handle any issues with paperwork, handle disgruntled clients, draft and submit all required paperwork and documentation to Social Security, Microsoft Office Programs, Client's First Committy, assign and delegate other duties and responsibilities.

INDUSTRIAL TECHNICIAN | CLABBER GIRL | 01/2008 TO 03/2009

- Ensure my building met SQF Standards, ordered all building supplies, unloaded and stocked all supplies, provided all employees with proper PPE, assisted other areas when needed, Safety First Responder, operate Zamboni.

RETAIL CLERK | INTERSTATE BRANDS CORPORATION | 06/2006 TO 03/2008

- Customer service, Suggestive Sales, Operating Cash Register, Counting Drawer, Making Bank Deposits, Unloading Trucks, Black Marking Product, Inventory, Stocking Shelves, Ordering Product, Basic Store Cleaning, Facing Product.

CHEMICAL OPERATOR | POLYONE | 10/2002 TO 1/2005

- Lock-out/Tag-out, Confined Space Entry, Safety Council Member, Add Pigment to Industrial Mixers and Coolers, Clean each line between orders, Forklift and Pallet Truck Operation, Weigh and Measure different types of pigments for each order Print orders from Sap System, Stage each order to proper area, assist other areas when needed.
-