

Porsha Johnson

Savannah, GA

porshamjohnson10@gmail.com

9126659574

Porsha Johnson

Porsha427@icloud.com

Dear Mr,Ms,Mrs

I write in response to your ad seeking a customer service representative.As a highly competent customer service Representative.I would bring a dedicated,reliable and driven attitude to this role.

In my current position,I maintained an exceedingly functional work environment while delivering expectational customer service for Memorial Hospital.I have a knack for problem solving and work well independently and with little over sight.I respond to requests from my colleagues in a timely matter.

I maintain a high degree of professionalism while performing above expectations and ensuring high levels of customer satisfaction.

Please find my resume attached,references upon request.Please feel free to call or text at your earliest convenience.Thank you for your time and consideration.

Work Experience

Patient Transporter/Dispatcher

Memorial Hospital

November 2017 to August 2018

- Transport patient around the hospital in a timely matter
- Transport patients to & from CT,Radiology,X-ray,MRI,Rooms,Discharges,Cancer center,Non emergency & etc
- Transport patient belongs, Chart and also help with transfer patients onto bed or wheelchair
- Transporting specimens to and from the lab
- Transporting blood for patients to and from Blood Bank
- Identify the patient by his or her full name & birthday
- Dispatch jobs to employees
- Answer phones and schedule pick up times and drop of locations for patients

Warehouse Worker/Forklift Operator

Target Distribution

January 2014 to November 2017

- Load & Unload Containers using a forklift or a clamp
- Put Away & stage stock
- Pick orders using a Reach truck,Clamp,Fork lift or Triple
- Use Rf scanner & computer software(java,h20 etc)

- Verify picked orders before loading in the container and also product being unloaded off the container
- Close trailers and place seal on them
- Dispatch drivers to switch or pick/drop off containers using special codes

Mail Clerk/Receptionist

Great Dane Trailers

May 2009 to January 2014

Sorting incoming mail by department, location and category

- Keeping records of sent and received mail
- Preparing envelopes and packages
- Send packages using Ups or Fedex software
- Pick up mail from P.o box
- Dropped off deposit to the bank
- personal assistant
- answering phones in a timely matter and transfer to the right person

Cashier/Drug GM/Supervisor

Kroger's

September 2006 to April 2009

- Checking customers out in a timely manner.
 - Assisting customers with their everyday needs.
 - Inventory product using inventory sheet.
 - Stock shelves & rotate product daily.
 - Set goals for performance and deadlines in ways that comply with company's plans and vision and communicate them to subordinates.
 - Organize workflow and ensure that employees understand their duties or delegated tasks.
 - Monitor employee productivity and provide constructive feedback and coaching.
 - Receive complaints and resolve problems
- Maintain timekeeping and personnel records.
- Pass on information from upper management to employees and vice versa.
 - Train new employee's

Education

Diploma in General

Groves High School - Savannah, GA

August 2006 to June 2010

Certifications/Licenses

Medical Billing and Coding

May 2017 to June 2018

Additional Information

Dutch Town Children center

Savannah Ga

(Infant Teacher)

(01/2003-09/2006)

-Plan and conduct an effective child development program to meet the physical, social, emotional and intellectual needs of each child.

-Ensure the safety of children through constant supervision, effective arrangement of space, proper maintenance of equipment, and regular practice of fire drills and other emergency procedures.

-Create an open, friendly, and cooperative atmosphere in which children and families feel comfortable and secure.

-Ensure that parents receive adequate information about their child's experiences at the center through daily contacts and regularly scheduled parent conferences.

-Work as a member of a team to ensure continuity and a high standard of quality in all classrooms in the center.