

FRANCIS OFFIAH

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OBJECTIVE

A highly motivated and hard-working individual seeking to gain practical experience where I can add value and grow with the company.

EXPERIENCE

3/2014 TO PRESENT Indiana Mentor *Indianapolis, Indiana*

DIRECT SUPPORT

- Provides support to elderly individuals as they develop and maintain skills that enhance the quality of their lives.
- Supports the individual with personal care and daily routines, and in achieving outcome from the individual support plan.
- Administer simple range of motion exercises.
- Track and help administer prescribed medications

2/2014 TO 2/2020 National Guard Indianapolis, Indiana

CULINARY SPECIALIST

- Receive and store food items from suppliers.
- Operate, maintain and clean field kitchen equipment.
- Communicate with contractors about food items.
- Provides technical guidance to other personnel in garrison and field kitchen operations.
- Ensure that proper procedures, temperatures, and time periods are adhered to during food preparation.

EDUCATION

2014 TO 2016 University of Indianapolis *Indianapolis, Indiana*

ASSOCIATE IN SCIENCE BUSINESS ADMINISTRATION

2019 TO 2022 Indiana State University Indianapolis, Indiana

MANAGEMENT INFORMATION SYSTEMS

Relevant Coursework: Informatics Fundamentals, Network Fundamentals, Hardware/Software Support.

SKILLS

Microsoft Excel, Microsoft Word, Microsoft Access, Oracle, SQL Languages.