

## **FRANCIS OFFIAH**

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6319 WALLARD DRIVE, APT C, INDIANAPOLIS, IN 46224.

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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.