

Steven Gipson  
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## **Education**

Cabot High School     Cabot, AR  
UALR (graduation date Fall 2019)     Little Rock, AR

## **Work Experience**

Radiology Associates, PA

Data Entry/Helpdesk Engineer

- Enter patient information into medical record system
- Request patient information from various sites
- Operated the RAPA IT helpdesk
- Troubleshooted issues from users and crafted solutions to solve the issue
- Assisted in the implementation of a new archive, worklist, and image viewing system
- Responsible for RAPA IT inventory
- Set up and deployed workstations in local and remote RAPA locations
- Assisted users via phone, through remote terminal services, and through LogMeIn and Teamviewer

Sam's Club

Associate

- Provided excellent service to members
- Zoned sales floor to keep merchandise stocked and accessible
- Assisted members in finding items on sales floor
- Prepared Click and Pull orders in a timely manner to ensure that they were ready for members to pick up
- Operated register with no monetary mistakes
- Refunded and replaced items for members
- Checked out members in a timely and effective manner

Methodist Family Health

Behavioral Instructor

- Effectively worked with youth using the Teaching Family Model, including: preventative teaching, effective praise, corrective teaching, self government, and motivation systems
- Completed all required observation notes and incident reports on time and in accordance with company policy and insurance guidelines
- Developed and maintained positive relationships with clients
- Assisted clients with assigned school work

- Trained in Crisis Prevention Intervention (CPI), first aid, and CPR

#### Wal-Mart

##### Electronics Sales Associate

- Assisted customers in locating items
- Answered questions about products
- Checked out customers
- Worked other areas of the store as necessary
- Merchandised sales floor
- Assumed responsibilities of department supervisor after previous associate vacated position

#### Arkansas Minority Health Commission

##### Administrative Assistant:

- Managed sponsorships that kept AMHC in the public eye
- Represented AMHC at various health fairs
- Received and processed applications for Camp iRock