

CONSULTANT

Summary

Hard-working, entry-level Office Assistant, looking to apply my education and experience to a job in Administration. Customer service-oriented Administrative Assistant skilled in greeting patients, scheduling appointments and preparing patient charts.

Highlights

- Microsoft Word, Excel, PowerPoint
- Detail oriented
- Planning/coordinating
- Team leadership
- Professional demeanor
- Customer Service
- Customer Satisfaction
- Critical thinker
- Excellent research skills

Accomplishments

Experience

Company Name January 2010 to Current Consultant

City , State

- Promote products.
- Plan and execute home parties.
- Educate customers about product with demonstration.
- Recruit other consultants.
- Help customers with individual orders.
- Conduct online parties.
- Maintain personal Tupperware website.
- Leadership and business accounting skills.
- Consulted

Company Name June 2008 to January 2015 Caregiver

City , State

- Assisted with adequate nutrition and fluid intake.
- Planned, prepared and served meals and snacks according to prescribed diets.
- Provided transportation, assistance and companionship to clients.
- Cleaned and organized patients' living quarters.
- Performed household tasks such as laundry, dusting, washing dishes and vacuuming.
- Positioned residents for comfort and to prevent skin pressure problems.
- Assisted with transferring residents in and out of wheelchairs and adaptive equipment.
- Provided personal nursing care in pre- and post-operative situations.
- Tended to patients with chronic illnesses.
- Assisted with ADLs.
- Sensitive to the needs of geriatric patients.
- Comforted patients and provided them with reassurance and encouragement.

Company Name October 2010 to April 2011 Customer Service Associate

City , State

- Maintained up-to-date knowledge of store policies regarding payments, returns and exchanges.
- Prevented store losses using awareness, attention to detail and integrity.
- Cross-trained and provided back-up for other customer service representatives when needed.
- Worked as a team member performing cashier duties, product assistance and cleaning.
- Expressed appreciation and invited customers to return to the store.
- Assisted customers with store and product complaints.
- Responsible for ringing up customers in a timely manner and guaranteeing high level of customer service.
- Recommended, selected and helped locate merchandise based on customer needs and desires.
- Communicated all merchandise needs or issues to appropriate supervisors.
- Performed store opening duties, including counting cash drawers and checking all equipment for proper functioning.
- Organized the store by returning all merchandise to its proper place.
- Replenished merchandise shelves with items from the stockroom.
- Took special orders in person and over the phone to generate [dollar amount] of additional revenue.
- Processed merchandise returns and exchanges.

Company Name March 2006 to June 2010 Day Care Provider
City , State

- Organized activities that developed children's physical, emotional and social growth.
- Made nutritious snacks and meals for children.
- Established and maintained a safe play environment for the children.
- Monitored children's play activities to verify safety and wellness.
- Taught children personal care behaviors, including toilet training and feeding.
- Stayed current on all toy and child-related recalls and safety warnings.
- Continually encouraged children to be understanding and patient with others.
- Coordinated field trips to local parks, fire stations and zoos.
- Monitored educational progress by keeping detailed individual charts and files.
- 28 years infant care experience.
- Instructed children in health and personal habits including eating, resting and toilet habits.
- Carefully supervised children in play area.
- Encouraged curiosity, exploration and problem-solving with age-appropriate playtime activities.
- Conducted phone interviews with parents.
- Clearly communicated to children in developmentally appropriate way.
- Redirected children to encourage safe, positive behaviors.
- Created daily lesson plans for activities.
- Physically and verbally interacted with children throughout the day.
- Used clear communication and professionalism to develop constructive relationships with families.
- Used read-aloud time and alphabet games to promote early literacy.
- Prepared, served and cleaned up daily meals for children.
- Monitored supply and material inventory.
- Maintained a safe, clean and constantly supervised play environment.
- Sanitized all toys and play areas daily.
- Reported health concerns and posted health warnings in case of illness.

Company Name June 2002 to February 2006 Seamstress
City , State

- Cut fabric, sewed patterns for drapes, upholstery, window treatments.
- Carried industrial size bolts of fabric, operated various type of sewing machines.
- On occasion supervised department when lead/supervisor was absent, operated a 2 way radio.
- Helped achieve company goals by supporting production workers.
- Troubleshooted problems with equipment, devices or products.

Company Name September 2001 to May 2003 Cook/Server
City , State

- Handled raw seafood, prepared and served food for customers using knives, grill, fryer, crockpot, microwave.
- Accepted payment from customers and made change as necessary.
- Assisted co-workers.
- Cleaned and maintained the beverage area, display cases, equipment, and order transaction area
- Cleaned and prepared various foods for cooking or serving
- Cleaned bars, work areas, and tables
- Cleaned up spilled food, drink and broken dishes, and removed empty bottles and trash
- Executed various kitchen stations and assisted with, meat, fish, saute or pantry
- Greeted guests and sat them at tables or in waiting areas
- Inspected dining and serving areas to ensure cleanliness and proper setup
- Kept drink stations clean and ready for service
- Loaded dishwashers and hand-washed items such as pots, pans, knives
- Performed dishwasher duties
- Performed serving, cleaning, and stocking duties in establishments
- Prepared dishes following recipe or verbal instructions
- Prepared food items such as sandwiches, salads, soups, and beverages
- Stocked supplies in serving stations, cupboards, refrigerators, and salad bars
- Stored clean equipment and utensils
- Used all food handling standards
- Washed, peeled, cut, and seeded fruits and vegetables
- Completed closing duties, including restocking items and closing out the cash drawer.
- Checked in deliveries and signed off on products received.

Company Name December 1998 to April 2002 Nail Technician
City , State

- Owned and operated nail salon, performed manicuring/pedicuring services on clients.
- Managed all business operations of the nail salon firm such as billing, client contact database, supplies and stock.
- Educated clients about their nail care tips between follow up visits.
- Responded to customer inquiries in a friendly and professional manner.
- Greeted all guests and assisted them with requests and special services.
- Showed appreciation to resort guests by thanking them for their business.
- Organized salon paperwork and office files.
- Monitored and tracked salon product contracts and deliveries.
- Worked a flexible schedule to accommodate salon needs.

Education

University of Phoenix Jun 2014 Associates : General Studies Healthcare Administration City , State

Health Information Administration coursework

Oakridge Sr High Jun 1982 City , State

Springfield College of Beauty Dec 1998 Post Secondary Coursework in General studies Minor in Accounting/Business City , State

Nail Technician training

Degree City , State

Lane Community College High School Diploma/GED : General City , State , US General

Skills

Cash handling, Shipping and receiving, Professional and friendly, Careful and active listener, Multi-tasking, 10-Key, Active Learning, Calendaring, Customer Needs, Customer Service, Data Entry, Documentation, Email, Filing, Scheduling, Telephone Skills, Time Management, Travel Arrangements, Travel Booking, Travel Planning, Typing, Microsoft Excel, Microsoft PowerPoint, Microsoft Word,