

Tawanna Jackson

Intake Coordinator/Sitter

College Park, GA 30349
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A new and fresh entergetic Certified Nursing Assistant(due for completion April 23,2015) seeking a position within this company where i can utilize my managerial or clinical skills at their best while providing quality customer service and/or health care for patients or clients.

PERSONAL SUMMARY

Familiar with medical terminology, disease control standards, safety and monitoring, HIPPA regulations, age specific developmental factors, cultural competency, and customer service. AP/AR Bookkeeping, scheduling, payroll, STATE OF GA VENDOR, ex military, collections and csr.

Authorized to work in the US for any employer

WORK EXPERIENCE

Front Desk Receptionist

Sleep Inn & Suites - Fairburn, GA - April 2014 to June 2015

Responsibilities

Front desk clerk, check customers in/out. assist with guest concerns complaints set up breakfast bar. light housekeeping/establishment was bought out by a BEST WESTERN therefore changed management

Accomplishments

During my employment I was able to gain 2 construction contracts for long term stays

Skills Used

Micro soft, customer service, housekeeping, multi line phones. problem solving

Intake Coordinator/Sitter

FAKS Allied Health/HomeCare Ed Center - February 2015 to April 2015

Prepare and maintain student/client files

Assist with VA, WIA, SOURCE, and ACSS recruitment

Present orientation for new CNA, PCT students

Bookkeeping and collections

Provide sitter services for clients (non medical currently enrolled completion April 23,02015 CNA completion)

Run errands, cook, and light housekeeping for clients

Assistant Manager

ROSS Dept Store Alt, Ga - June 2013 to May 2014

Assist with customer sales

Maintain accurate register transactions

Process layaway accounts

Clean and respect work area

Inventory control

Owner

SS Variety Bill Pay PC - October 2006 to February 2013

Operated small mini mart
Adhered to WIC, EBT(food stamp) FED/GA Regulations
Provided short order foods
Scheduling, payroll, and inventory control
Purchase orders/shipments

Title Clerk

Speedy Cash Cols Ga - September 2003 to October 2006

Collections, payments, credit reporting of accounts
Process collateral loans on various vehicles
Skip tracing and repo assist
Store and secure customer files

Military

US ARMY - June 1991 to September 2003

76V Supply Inventory Spec
Provided supplies to combat controlled areas
Warehouse and inventory control
Used forklift and pallet jacks
Arrange orders RF scanners and safety
Leadership discipline and teachable

Certified Nursing Assistant Clinicals

Arrowhead Healthcare - Jonesboro, GA - March 2015

Provide nursing care in the supervision of RN in line with resident care policies and procedures
Maintain homelike setting for the residents
Protect and support resident rights and assist the individuals to maintain independence
Weights and vital signs of patients
Report to the RN and doctors regarding the status of patient
Maintain neat and clean environment

EDUCATION

Bachelors in Psychology w/ emphasis Addictions (graduate dec 2016)

Kaplan University - Davenport, IA
2012 to 2016

nursing

FAKS Allied Health ED Center - College Park, GA
2015 to 2015

Southern Union Community College Opelika AL Accounting, Columbus Tech College Cols Ga Business Management

ADDITIONAL INFORMATION

SKILLS

Demonstrated ability to learn new concepts and skills quickly and effecient
Microsoft Excel Powerpoint Quickbooks
Excellent interpersonal skills

Expense tracking AP/AR

Human Resources Scheduling Payroll

Collections Data Entry CSR

Able to maintain and arranged patient room

Thorough knowledge of using fire, disaster and mishap prevention and safety procedures

Proven ability to report and record incidents

Proven record of maintaining general precautions

Excellent clinical, customer service and communication skills

Able to utilize proper body mechanics in effective manner

COMPUTER SKILLS

Microsoft Office, Word, Powerpoint, Excel, Internet Explorer Adobe 7.0