

Resume Help Sheet —



Technology Skills —

- Cash Register
- POS Machine
- Microsoft Office
- Microsoft Excel
- Microsoft PowerPoint
- Data Entry
- Typing
- Google Suite
- Mac iOS
- Chrome OS
- Troubleshooting

Management Skills —

- Appointment Scheduling
- Time management: Ability to prioritize tasks in order to work efficiently in the workplace
- Organization: Ability to keep things in an orderly, systemized, or structured way
- Problem Solving: Ability to find solutions
- Decision making: Ability to make a choice
- Motivate and supervise staff

Trainings —

- Personal Training
- CPR

Social Skills —

- Teamwork: Able to work together with a group
- Written communication: Ability to write/type properly
- Effective communicator: Ability to speak clearly and concise
- Dependable: Able to be trusted and reliable
- Responsible: You are accountable for things in your control
- Positive attitude
- Leadership: Ability to take a lead role and give direction
- Hospitality: Friendly reception and treatment of others (dictionary.com)
- Relationship-building: Ability to build connections with other, and bring others together
- Innovated: Ability to use your creativity to make something new, or upgrade something existing
- Adaptability: Ability to accept and continue through change
- Assertive: Confidently aggressive or self-assured (dictionary.com)
- Ability to multi-task: Ability to work on multiple assignments at one period of time
- Active listener: Ability to give your full attention to someone, and listen closing to the information
- Fast learner: Ability to process and receive new information quickly
- Critical thinking: Ability to think clearly, rationally, open minded, and informed by evidence
- Flexibility: Ability to adjust and adapt to changes

Common Job Duties

Security Guard

- Answered phones, monitor closed circuit television systems and alarms
- Demonstrated decisive verbal communication and strategic patrol routines to provide a secure environment
- Participate in information briefings concerning security or classified information

Driver

- Communicated with customers to determine pick-up or delivery needs
- Solicited additional business from customers, and provided leads for potential sale opportunities
- Provided education, guidance, direction, and supervision to new staff

Inventory/ Sales

- Implemented, developed, and maintained inventory control policies and procedures
- Conducted training of personnel on inventory control procedures and policy
- Set sales goals, compared performance to goals, and adjusted goals as needed
- Kept the sales floor stocked with merchandise, neat and pleasing to the eye
- Processed transactions efficiently
- Demonstrated satisfactory customer service and sale skills

Office Manager

- Greet guests in an informative and polite manner
- Coordinate effective communication about Explanations of Benefits from insurance to billing companies to ensure a smooth transaction for patients
- Managed Master Contracts, Purchase Orders, Individual Service Agreements, Purchases of Services to guarantee payment of services
- Demonstrated effective communication with patients, managers, coworkers, and social workers to best benefit each patient
- Collect payments from patients and insurance companies, and logged payments using excel sheets

Tutor

- Assist students with developing and enhancing study strategies, time management, and test preparation
- Facilitate weekly individual meetings with students to set daily, weekly and semester goals

Nanny/ School

- Created a schedule for children's daily living
- Coordinated drop off and pick up, and prepared daily breakfast and dinner meals
- Implemented detailed lesson plans by preparing and organizing in advance
- Developed new activities for each session in order to make session more enjoyable for the children