

Rebecca Parker

Green Bay, WI 54301

parkereb175_p5t@indeedemail.com

9206347200

Responsible individual who is dedicated and organized. A team player that also enjoys working individually. Also, Creative, resourceful and flexible, able to adapt to changing priorities and maintain a positive attitude and strong work ethic. High-energy, confident professional with an infectious enthusiasm. Does great in fast-paced working environment.

PATIENT CARESKILLS:

- Proficient in Microsoft Word, PowerPoint, and Excel
- Knowledgeable in IC3 (Internet and Computing Certification)
- Arrange travel, meetings, and create itineraries
- Prepare Outgoing Mail
- Type 47 WPM
- Able to create functional business correspondence,
- File and process confidential information
- Operate fax, scanner, and copy machines
- Schedule appointments
- Experience with Filing and Record Keeping

Work Experience

Direct Support Professional

REM WISCONSIN - Green Bay, WI

November 2018 to Present

Pass medication, Transport Clients, Laundry and Prepare meals etc.

Rhineland Supervisor's Office Personnel Time Recorder

Hiring

April 2018 to April 2018

Expanded Time Recorder

- Ensure accuracy of personnel time posting through audits.
- Finalize personnel time and pay documents.
- Post travel start time
- Obtain signatures on OF-288, Emergency Firefighter Time Report
- Ensure documents are attached (e.g., medical, claims,
- Hiring).

HomeGoods Cashier

T.J. Maxx

August 2017 to October 2017

- Demonstrate a high degree of customer service while processing all refunds, exchanges, and purchases in accordance with our guidelines

- Be responsible for the daily administration of store funds in and out of the cash office
- Monitor the adherence to all company policies and procedures with regard to registers and cash office procedures
- Ensure that all registers are processed accurately and that all funds are balanced and verified daily
- Execute merchandising policies and maintain standards
- Complete markdowns in a timely and accurate manner
- Initiate and participate in store recovery as needed

CNA - Certified Nursing Assistant

Golden Valley Rehab and Care Center - Golden Valley, MN
October 2016 to April 2017

Help Clients with Daily Living Activities

Education

Blackwell Job Corps Civilian Conservation Center - Center, MS
June 2015 to August 2016

High School Diploma

Wayzata High School - Plymouth, MN
September 2011 to July 2015

Skills

- Customer Care
- Customer Service
- Call Center
- Customer Support