

Paris St. Clair

Assistant Manager

St. Louis, MO 63136

parisstclair5_pam@indeedemail.com

+1 314 391 7631

Seeking a challenging position in management, in which I'm given the opportunity to utilize my skills and help the growth of the company.

Professional Skills Summary

Strong leaderships and communication skills

Driving sales and profits, training and developing teams

Having a hands on approach and leading by example

Authorized to work in the US for any employer

Work Experience

Assistant Manager

Haggar Clothing Co - Chesterfield, MO

May 2018 to Present

- Ordered and stocked the store's merchandise
- Recruited, interviewed and hired individuals who brought enthusiasm to the team
- Opened and closed the store at the beginning and end of shifts
- Performed official money count every day and night
- Upheld a high standard of customer service

CNA

Mari De Villa - Chesterfield, MO

January 2015 to January 2019

Responsibilities

Assist with ADL's such as bathing, grooming, toileting

Serve meal trays and feed those who can not

Record bowel movements and urine output

Transfer with gait belt, hooyer lift, sit to stand

Care Partner

The Sarah Community - Bridgeton, MO

October 2013 to October 2014

Assist residents with ADL's such as grooming, bathing, toileting, and personal hygiene

- Promotes a homelike environment for the residents
- Answer call lights promptly
- Observes residents for changes in condition or behavior and promptly notifies charge nurse

CNA

Parkside Towers - St. Louis, MO
May 2013 to November 2013

Assist residents in daily activities of living such as bathing, grooming, eating, walking, and other activities.

- Collect patients stool, and urine for medical test as ordered by Charge Nurse.
- Monitor patient's bladder and bowel movement and document the results.
- Measure and record patient's temperature, pulse, respiration, and blood pressure.
- Ensure patient's bed and chair alarms function properly.

Receptionist

Delhaven Manor-Delmar - St. Louis, MO
2011 to 2012

Greeted, assisted and directed guests, workers, visitors and the general public.

- Answered all incoming calls and handled caller's inquiries.
- Coordinated maintenance of the front desk reception area equipment, furniture, lighting, and applications.
- Maintained a neat, tidy and pleasant appearance of the reception area.

Receptionist

Rosewood Care Center - St. Louis, MO
2008 to 2009

Greeted, assisted and directed guests, workers, visitors and the general public

- Answered all incoming calls and handled caller's inquires.
- Take and distribute messages.
- Organize incoming and outgoing mail.

Education

High school diploma in Nursing Assistant

Daruby School - St. Louis, MO
January 2013 to April 2013

Skills

- Microsoft Excel (2 years)
- Leadership Experience (2 years)
- Sales Experience (2 years)
- Retail Management (2 years)
- Store Management Experience (2 years)
- Leadership
- Merchandising
- Assistant Manager Experience
- Nursing

- Hoyer Lift
- Caregiving
- Recruiting
- Nursing
- Meal Preparation
- Vital Signs
- Problem-solving
- Flexibility
- Team Work
- Reliability
- Alzheimer's Care
- Home Care
- Cleaning Experience

Certifications and Licenses

CNA

May 2013 to Present

Certified Nursing Assistant (CNA)

CPR Certification

Assessments

Customer Focus & Orientation — Highly Proficient

September 2020

Responding to customer situations with sensitivity

Full results: [Highly Proficient](#)

Teamwork: Interpersonal Skills — Highly Proficient

October 2020

Responding to challenging team situations at work

Full results: [Highly Proficient](#)

Indeed Assessments provides skills tests that are not indicative of a license or certification, or continued development in any professional field.