

ENTERED
ECS/15

Temper Thomas

Agent at The Affiliated Group

Rochester, MN

michaelatt23@gmail.com - 903-371-3668

WORK EXPERIENCE

Agent

The Affiliated Group - Rochester, MN - February 2015 to Present

Responsibilities

Third party bill collecting, multiple computer screens, telephone skills

Senior Cashier

Easy Access Food Mart - Longview, TX - July 2013 to Present

75062

903-753-3242 Contact Needam

832-758-1844 cell

Assisting customers with purchases, locating items, running a cash register, stocking missing items, running reports and cleaning.

Med Aide

Alpine House - Longview, TX - February 2013 to October 2013

75601

903-234-8600 Contact Shantelle Ray

Assisting residents with daily routines, washing cloths, showers, medication and meals. Keeping active records of incidents, residents doctors appointments, medications changing to their charts, taking phone calls showing new and potential residents around the facility.

Sales Agent

Judson Rd - Longview, TX - September 2012 to December 2012

75605

903-232-3100 Contact Shantelle Washington

Answer phones for AT&T wireless, assisting customer with trouble shooting cell phone problems, paying bills, assisting with features for the cell phones and u-verse. Operating seven different programs at one time

Detention Corporal

Pop Harvey Aquatics Association - July 2007 to June 2012

Parker AZ 85344

928-669-5816 Contact Rico Suffle

Performs basic clerical functions including filing, copying, binding reports, typing and checking documentation, correspondence, handles, sorts, distributes, proofreads records or forms; operates business machines such as calculators, typewriters, computers, facsimile machines, copiers, answer, screen and direct telephone calls; may compile and prepare various reports; may coordinate and process general administrative work, time

sheets, vacation requests, supply requisitions, Supervised employees, fingerprinted, booked and took photos of inmates, set up safety training, trained in CPR and First Aid

Lifeguard Instructor and Secretary

Pop Harvey Aquatics Association - May 1995 to June 2012

Parker AZ 85344

928-669-8319 Contact Heather Cray

Started this non-profit organization. Helped to maintain proper records for the non profit group by performing basic clerical functions including filing, copying, binding reports, typing and checking documentation, invoices, correspondence, etc.; handles, sorts, distributes, delivers and picks up mail; proofreads records or forms; operates business machines such as calculators, typewriters, computers, facsimile machines, copiers, etc.; receives and coordinates storage of packages, office supply deliveries, etc.; may answer, screen and direct telephone calls; may compile and prepare various reports; may coordinate and process general administrative work, for example, time sheets, vacation requests, supply requisitions, etc.; Also teaching the American red cross life guarding, CPR and First Aid Classes

Co-director/ Accounts Manager

Gingerbread House - Parker, AZ - December 1996 to July 2007

Parker AZ 85344

928-669-8319 Contact Buni Hooper

Performed basic clerical functions including filing, copying, binding reports, typing and checking documentation, invoices, correspondence, handles, sorts, distributes, delivers and picks up mail; proofreads records or forms; operates business machines such as calculators, typewriters, computers, facsimile machines, copiers, etc.; receives and coordinates storage of packages, office supply deliveries, etc.; may answer, screen and direct telephone calls; may compile and prepare various reports; may coordinate and process general administrative work, for example, time sheets, vacation requests, supply requisitions, accounts payable and receivable, Payroll, supervised employees

Instructor

Pop Harvey Aquatics Association - Parker, AZ - May 1995 to July 2003

85344

928-669-2214 Contact Theresa Tozer

Teaching Physical education classes including but not limited to life guarding, dance, CPR and First Aid Classes, course recorded sheets and grading classes.

EDUCATION

Northern Arizona University - Flagstaff, AZ

August 1995 to May 1996

Medical Technician

Arizona Western College - Parker, AZ

August 1987 to June 1995

General Course Study

Parker High School - Parker, AZ

August 1991 to May 1995