

Deborah Hill

St. Louis, MO

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WORK EXPERIENCE

Receptionist Technician

CSL Plasma - Saint Louis County, MO - March 2015 to May 2015

Responsibilities

Standard Operating Procedures (SOP) schedules and registers qualified plasma donors as well as registration procedures includes but are not limited to: presenting health related documents, answering questions, taking vital signs and simple medical procedures such as blood pressure, pulse, and temperature. Also, maintains awareness to any reaction a donor may have during or after the pheresis process

technicians may educate new donors on the use of products made from donated plasma. This includes explaining the process, the tests performed, the appointment system, fees, center policies, proper nutrition and any other information pertinent to the donor. Also, ensures that all donors' questions are answered timely, accurately and professionally.

Accomplishments

Passed all Review

Certified Reception Technician

Skills Used

presenting health related documents, answering questions, taking vital signs and simple medical procedures such as blood pressure, pulse, and temperature. Also, maintains awareness to any reaction a donor may have during or after the pheresis process

Receptionist Dietary Aide Housekeeper

Life Care Center - St. Louis, MO - December 2013 to December 2014

Meeting and greeting clients, booking meetings arranging couriers keeping the reception area tidy, answering and forwarding phone calls, screening phone calls, sorting and distributing post. Prepare food items and assembles ready foods for patient trays Serve foods in the rooms and cafeteria. Deliver food trays to patients' units and dining area provide services in dining room and dish room clean. Clean rooms, lounges, lobbies, bathrooms and hallways vacuum and wash carpets and rugs empty waste baskets Transport trash to waste disposal equipment. Dust and polish wooden surfaces and furniture, replenish bathroom and supplie

Janitorial Worker

Best Choice Cleaning Services LLC - St. Louis, MO - September 2013 to January 2014

Clean rooms, lounges, lobbies, bathrooms and hallways vacuum and wash carpets and rugs empty waste baskets and ashtrays. Transport trash to waste disposal equipment. Dust and polish wooden surfaces and furniture, replenish bathroom and supplies

Soft Proofer

C.P.I Corp - St. Louis, MO - November 2012 to December 2012

Using software that is used to edit and modify a wide range of images and images types. One of its more common uses is basic photo editing. The editing tools available in Soft Proofing allow users to perform simple modifications like red-eye removal and lighting and color level adjustments, as well as more complex revisions

like the layering of multiple photo elements to create a single image. The process involves a specific feature called layer

Busser/Hostess

Three Kings Public House - St. Louis, MO - August 2011 to March 2012

Clean, set and reset tables, collect and deliver dishes to the kitchen for cleaning. Serve beverages and refill promptly, clean stations keeping in mind sanitation measures. Stock supplies such as cutlery and dishes, maintain stocks and inventory. Remove trash and dispose off properly, Assist room service in assigned tasks. Greet guests and patrons personally and on the telephone, Offer appropriate seating arrangements, Present menus ,ensure the quantity of menus is sufficient to cater to the number of guests. Set up dining rooms and make reservation arrangements, Maintain clean and organized tables and work area, Manage event related work including setting up tables and maintaining both exterior and interior of the restaurant

Event Specialist

Advantage Sales &Marketing - St. Louis, MO - September 2010 to February 2011

Event conducts consumer facing activities. Friendly and knowledgeable, and represent our client professionally. Share information about the products and encourage sales. Make a significant impact on sales and improve the customers' buying experience. Assist customers based on their individual usage needs and interests. Complete call reports, paperwork, and on-going personal training in a timely manner, meeting all deadlines.

Cashier

Famous & Barr - St. Louis, MO - October 2005 to December 2005

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EDUCATION

Diplomacy in Medical Assistance

Everest College - St. Louis, MO

2009 to 2010

High School Diploma in General Studies

East Side High School - East Saint Louis, IL

2007 to 2008

SKILLS

Janitorial Services, Organizing and Restocking Preresponsible for answering incoming calls, directing calls to appropriate associates, mail distribution, flow of correspondence, requisition of supplies as well as additional clerical duties.produces,Medical Recorders,Telephones Skill, Customer Service,Invoicing,Data Entry,Filing,Appointment,HIPPA/OSHA ,Scheduling,Cashier,EKG,Laboratory,Patient Safety,Microsoft Excel CPR Certified