

CHARDAY TUNLEY

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OBJECTIVE

To acquire a position that will utilize my knowledge, training, and desires and to obtain a position that I can make a meaningful contribution in healthcare.

SUMMARY OF EXPERIENCE

Over nine years experience working with various cultures in international settings. My overall experience is a combination of research and development, academic, and work. I am safety-minded and a good computer with strong computer skills. Detailed oriented with the ability to conform to rules and structure, and the ability to give and follow directions. I am highly motivated, with the need for minimal supervision.

EDUCATION

Metropolitan State University of Denver, Denver, Co, May 2014, Bachelor of Arts in Psychology, Minor: Public Health and Safety.

VOLUNTEER WORK

Food For Thought Denver, Co

November 2012- March 2014

Powersacker

- Successfully help feed over 600+ children and their families per week
- Help unload the truck and fill the Power sacks for delivery to local schools.

RELEVANT COURSEWORK

Human Development
Dynamics of Health
Health Psychology
Epidemiology of Public Health

Health Disparities in the U.S.
Health Education & Counseling
Medical Terminology
Public Health: Survey

EXPERIENCE

US NAVY

02/2007-02/2011

Machinist Mate

- Operated, maintained, and repaired ship propulsion machinery, auxiliary equipment, and outside machinery such as: steering engine, hoisting machinery, food preparation equipment, refrigeration and air conditioning equipment, catapults, elevators, and laundry equipment.
- Maintained records and reports, and performed duties in generation and stowage of industrial gases.
- Performed routine maintenance on engineering equipment; recorded readings of gauges; participate in general drills; and functioned as a member of a fire fighting team.
- Diagnosed mechanical problems and ensured proper operations in conducting maintenance using blueprint, repair manuals, and part catalogs.
- Conducted preventative and corrective maintenance on seven 363 ton and one 300 ton 236a York Centrifugal A/C plants.
- Ensured and managed online learning requirements for job-specific competencies, operating logs, online forms and policies, and administrative records for shop personnel.
- Provided clerical assistance scheduling workspace inspections and work orders, maintaining logbooks

and associated records.

- Engaged in career development, attending training workshops for Trafficking In Persons Basic Awareness Training, Introduction To Stress Management, and Basic First Aid.

Triumph Healthcare Houston, Tx

01/2006-12/2006

Dietary Aide

- Knowledge of principles and processes for providing customer and personal services. This includes customer needs assessment, meeting quality standards for services, and evaluation of customer satisfaction.
- Requested and record customers orders and additionally compute bills using cash registers.
- Prepared a variety of food according to patient's orders , while assisting cooks and kitchen staff with various tasks as needed.
- Used logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems.
- Monitored as well as order supplies or food items restock as necessary to maintain inventory.
- Maintained records to accurately represent meals served, and temperatures of equipment and food

Triumph Healthcare Houston, Tx

01/2005-01/2006

Housekeeping

- Directed activities for stopping the spread of infections. Carried linens, towels, and cleaning supplies to appropriate storage rooms.
- Participated in project work that may include but not limited to wall washing, window washing, cleaning light fixtures, cleaning upholstery, changing cubicle curtains and drapes, cleaning vents, scrubbing restrooms, floor stripping, carpet extracting.
- Evaluated inventory stock to make sure that supplies equipment is available in adequate amounts.
- Trained new employees in accurately preparing rooms for new patients, while providing excellent care to patients living areas.

SKILLS

Ability to engage in successful customer service interactions with patients, families, visitors, and co-workers. Working knowledge of PC applications (Windows) with an emphasis on Excel; 40 wpm typing, along with the ability to prioritize and perform a multitude of duties in a fast-paced, demanding environment.

CERTIFICATIONS

American Heart Association (AHA) CPR AED, BLS for Healthcare Providers CPR AED, September 27, 2013, expiration September 27, 2015.