

TARA LYNN CLARK

930 Spencer Street Longmont, Colorado, 80501 United States (308)293-0619 taralynn32@live.com

PROFESSIONAL EXPERIENCE

MID NEBRASKA INDIVIDUAL SERVICES, KEARNEY, NEBRASKA UNITED STATES

Direct Services Provider, Feb 2008 – May 2011

- Prepare and maintain records of client progress and services performed, reporting changes in client condition to manager or supervisor.
- Participate in case reviews, consulting with the team caring for the client, to evaluate the client's needs and plan for continuing services.
- Plan, shop for, and prepare nutritious meals, or assist families in planning, shopping for, and preparing nutritious meals.
- Provide clients with communication assistance, typing their correspondence and obtaining information for them.
- Administer bedside and personal care, such as ambulation and personal hygiene assistance.
- Transport clients to locations outside the home, such as to physicians' offices or on outings, using a motor vehicle.
- Care for individuals and families during periods of incapacitation, family disruption or convalescence, providing companionship, personal care and help in adjusting to new lifestyles.
- Perform housekeeping duties, such as cooking, cleaning, washing clothes and dishes, and running errands.

DEVELOPMENTAL SERVICES OF NEBRASKA, KEARNEY, NEBRASKA UNITED STATES

Direct Services Provider, Jun 2007 – Feb 2008

- Perform housekeeping duties, such as cooking, cleaning, washing clothes and dishes, and running errands.
- Participate in case reviews, consulting with the team caring for the client, to evaluate the client's needs and plan for continuing services.
- Transport clients to locations outside the home, such as to physicians' offices or on outings, using a motor vehicle.
- Instruct and advise clients on issues such as household cleanliness, utilities, hygiene, nutrition and infant care.
- Care for individuals and families during periods of incapacitation, family disruption or convalescence, providing companionship, personal care and help in adjusting to new lifestyles.
- Provide clients with communication assistance, typing their correspondence and obtaining information for them.
- Plan, shop for, and prepare nutritious meals, or assist families in planning, shopping for, and preparing nutritious meals.
- Administer bedside and personal care, such as ambulation and personal hygiene assistance.
- Prepare and maintain records of client progress and services performed, reporting changes in client condition to manager or supervisor.

JCPENNEY, KEARNEY, NEBRASKA UNITED STATES

Customer Service Assistant, Oct 2004 – Jun 2007

- Answer questions regarding the store and its merchandise.
- Bag or package purchases, and wrap gifts.
- Greet customers and ascertain what each customer wants or needs.
- Recommend, select, and help locate or obtain merchandise based on customer needs and desires.

- Compute sales prices, total purchases and receive and process cash or credit payment.
- Ticket, arrange and display merchandise to promote sales.
- Open and close cash registers, performing tasks such as counting money, separating charge slips, coupons, and vouchers, balancing cash drawers, and making deposits.
- Inventory stock and requisition new stock.
- Watch for and recognize security risks and thefts, and know how to prevent or handle these situations.
- Maintain knowledge of current sales and promotions, policies regarding payment and exchanges, and security practices.
- Maintain records related to sales.
- Place special orders or call other stores to find desired items.
- Help customers try on or fit merchandise.
- Describe merchandise and explain use, operation, and care of merchandise to customers.
- Clean shelves, counters, and tables.
- Exchange merchandise for customers and accept returns.

CLAIRE'S BOUTIQUES, KEARNEY, NEBRASKA UNITED STATES

Assistant Manager, Jan 2007 – Jun 2007

- Issue receipts, refunds, credits, or change due to customers.
- Greet customers entering establishments.
- Maintain clean and orderly checkout areas.
- Receive payment by cash, check, credit cards, vouchers, or automatic debits.
- Establish or identify prices of goods, services or admission, and tabulate bills using calculators, cash registers, or optical price scanners.
- Monitor customer preferences to determine focus of sales efforts.
- Keep periodic balance sheets of amounts and numbers of transactions.
- Count money in cash drawers at the beginning of shifts to ensure that amounts are correct and that there is adequate change.
- Answer customers' questions, and provide information on procedures or policies.
- Compute and record totals of transactions.
- Resolve customer complaints regarding sales and service.
- Review operational records and reports to project sales and determine profitability.
- Monitor checkout stations to ensure that they have adequate cash available and that they are staffed appropriately.

EDUCATION

UNIVERSITY OF NEBRASKA AT KEARNEY, KEARNEY, NEBRASKA UNITED STATES

Completed coursework towards Special Education/Sociology, May 2009