

Elana Lee

Statesboro, GA 30458

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Willing to relocate: Anywhere

Authorized to work in the US for any employer

Work Experience

Non-Emergency Medical Transportation Driver

Trinity Transportation

October 2021 to Present

Transport patients to and from appointments and do medical and non medical transports.

Verifier

NRS - Garden City, GA

November 2018 to June 2019

Picking items to be shipped for a order, labeling, scanning, palleting & wrapping the order for shipping out. I run a set of 5 shipping doors; assuring weight & CBMs are met before sending out a truck for delivery.

Verifier

icon health and fitness - Pooler, GA

August 2018 to November 2018

Picking items to be shipped for a order, labeling, scanning, palleting & wrapping the order for shipping out.

PCA Personal Care Assistant

Corine Cotton, Zeppone Caring Hands, and Home Nurse - Pembroke, GA

May 2007 to November 2018

Responsibilities

Prepare meals daily, make sure patient took meds, helped with baths, and transported patient to the doctors.

Accomplishments

I grew to real see I really have a joy to care for people in whatever way possible I can help.

Skills Used

cooking, communicating, writing, recording documents, and driving

Manager

Clydes Market - Brooklet, GA

August 2015 to April 2018

Responsibilities

Complete invoices on computer, daily reports and paperwork, counting safe, making bank deposits, running cash register, checking customer's items out, stocking grocery shelves and coolers, cleaning

entire store inside and out, and supervisor my workers. As manager I had to hire a staff to run the store when I wasn't there.

Accomplishments

Becoming assistant manager, starting my training not even a months time on the job.

Skills Used

Mathematical, communication, customer service, and entrepreneurship

Customer Service Associate

Circle K - Hamilton, GA

January 2014 to December 2014

Responsibilities

Check customer's items out after making sure they found the product they wanted. Clean the store; sweep, mop, pull up and take out all inside and outside trash, cleaning the parking lot, and stocking all grocery shelves in the store along with the drink and beer coolers.

Accomplishments

Increased sales for the company.

Skills Used

Cashiering, managing money, communication, sanitation, and food preparation

Education

Associate's degree in Cosmetology

Ogeechee Technical College - Statesboro, GA

January 2021 to May 2021

High school diploma in GED

Savannah Technical College - Hinesville, GA

Skills

- Cleaning
- Driving
- Sales
- Commercial driving
- Microsoft Office
- Van driver

Certifications and Licenses

driver's license

CPR Certification

First Aid Certification