

Lamika Davis

Rochester, MN 55906
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S/C 1130A

JOB SUMMARY QUALIFICATIONS

- Customer service
- Dependable
- Willing to learn
- Team Leader
- Detail Oriented
- Organized
- Timely
- Great customer service
- Quality Control

Authorized to work in the US for any employer

Work Experience

Youth Care Worker

180 Degrees, Inc. - Rochester, MN
March 2019 to Present

Position: Youth Worker

Supervisor/Contact: Laura Johnson 507-280-0110

Address: 4435 Bamber Valley Rd SW Rochester, MN 55902

Job Description

- Provide concise communication via case notes, staff logs, phone contacts, resident files, medical administration forms etc.
- Participate in the development and implementation of individual treatment plans through: maintaining residents' case history, being aware of discipline guidelines, recording progress toward treatment goals and behavior changes.
- Provide proper supervision of the residents in accordance with individual treatment plans.
- Maintain appropriate involvement in daily and recreational activities with the residents
- Collect and record client data using evaluation tools for the purposes of data entry as well as grant requirements.

Front Desk Representative/Night Auditor

Comfort Inn by Choice Hotels - Rochester, MN
July 2017 to Present

Position: Front Desk Team Lead/Night Audit

Supervisor/Contact: Kay Neigete 507-281-6850

Address: 2005 Commerce Drive NW Rochester, MN 55901

Job Description

- Welcomes visitors by greeting them, in person or on the telephone; answering or referring inquiries.
- Directs visitors by maintaining employee and department directories; giving instructions.
- Maintains security by following procedures; monitoring logbook; issuing visitor badges.
- Maintains safe and clean reception area by complying with procedures, rules, and regulations.
- Maintains continuity among work teams by documenting and communicating actions, irregularities, and continuing needs.
- Contributes to team effort by accomplishing related results as needed.

Farm/Warehouse

JBE Trucking - Rochester, MN

August 2016 to Present

Position: Warehouse Help (ON CALL)

Supervisor/Contact: Jackie Edgar, 507-884-7058

Address: 55641 230th Ave Kasson, MN

Job Description

- Assist shipping and receiving unloading trucks and checking in merchandise
- Prepares orders by processing requests and supply orders; pulling materials; packing boxes; placing orders in delivery area
- Sort and place materials or items on racks, shelves or in bins according to organizational standards
- Open bales, crates and other containers
- Maintains inventory controls by collecting stock location orders, printing request, recording amounts of materials or items received or distributed through a computer. May also assist in counting of physical inventory

Direct Support Staff

Arsys - Rochester, MN

August 2013 to January 2017

Position: Direct Support Lead

Supervisor/Contact-Laura Dornack, (507)722-8022

Location: 3153 Superior Dr NW, Rochester, MN 55901

Job Description:

- Performed all tasks with a patient-centered focus while seeking opportunities for improvement of processes and treatments.
- Behavioral/emotional support provided and supervision for those with mental disabilities
- Perform within company regulations regarding HIPAA, fraud, confidentiality and private health information.

Waitressed and Customer Service, Part-time

Los Gables - Preston, MN

March 2007 to April 2010

Position: Waitress/Bartender

Supervisor/Contact: Julie Kulsrud, 507-268-1020

Address:122 US-52, Fountain, MN 55935

Job Description

- Maintained knowledge of current menu items, specials, garnishes, ingredients and preparation methods.
- Appropriately suggested additional items to customers to increase restaurant sales.
- Maintain knowledge of new and upcoming specials/alcohol beverages
- Count down registers and fill spreadsheet data each day

Education

Rochester Technical Community College in Science

Rochester, MN

August 2017 to May 2018

High school Diploma

Century High school - Rochester, MN

2006 to 2010

Skills

Packing, General Labor, Customer Service (5 years), Healthcare (3 years), Guest Service, Front Office, Front Desk, Warehouse Associate

Certifications/Licenses

CPR/AED

March 2019 to March 2020

Hands-on skills training prepares you to respond to breathing and cardiac emergencies. It also teaches the skills and knowledge needed to provide care for victims of sudden cardiac arrest through the safe use of an automated external defibrillator.

First Aid

March 2019 to March 2020

Help participants identify and eliminate potentially hazardous conditions in their environment, recognize emergencies, and make appropriate decisions for first aid care.

MANDT

May 2019 to May 2020

Comprehensive, integrated approach to preventing, de-escalating, and if necessary, intervening when the behavior of an individual poses a threat of harm to themselves and/or others.

Groups

Lighthouse Ministries

January 2018 to Present

Volunteer work for churches around Rochester, MN and helping the community get to know about the ministry.

Youth Gymnastics Coach

June 2012 to October 2015

- Coordinate appointments, annual meetings, community integration etc.
- Make daily programs for classes and put together training coops. for each individual classes.
- Teach classes elite gymnastics classes. Ages 8-14 girls