

Patrice Moore

To secure a position with customer service that affords me the opportunity for advancement.

Fridley, MN

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Authorized to work in the US for any employer

WORK EXPERIENCE

PCA

Hennepin Home Health Care - Brooklyn Park, MN - August 2016 to Present

Assist patients in housekeeping, Personal Hygiene, Cooking, Errands, Vitals, Motion and Range and Transferring

Warehouse Associate

Target Print Services - Brooklyn Park, MN - July 2016 to Present

Handle packages of products prior to delivery. Pallet Jack, Labeling and Sort

Amazon Fulfillment Associate

Amazon - Joliet, IL - February 2016 to July 2016

Handled packages of products prior to delivery. Inventory, Sort and use a Pallet Jack

Sales Specialist

Blue Jay Wireless - Minneapolis, MN - June 2015 to November 2015

Responsibilities

Gave away free government phones to qualified customers. Prepaid phone services, Customer Complaints, Cashier, Inventory and Marketing

Sales Specialist

RBD - Hammond, IN - September 2014 to February 2015

Sold cellphones for the Sprints network. Inventory, Cashier, Customers Complaints, Marketing, Open and Closed and Trained Staff

Patient Care Assistant

Midwest Health Care - Minneapolis, MN - February 2014 to December 2014

Rendered personal care, light housekeeping, and related services to maintain a safe and healthy environment for the sick and disabled.

Took patients vital statistics (temperature, blood Pressure, pulse, and respiration).

Provide assistance for patients when going to the bathroom, dining area and assigned rooms.

Create documentation and file patient information.

Assisted clients with range-of-motion exercises or other prescribed exercises.

Massage patients and apply preparations and treatments, such as Liniment, alcohol rubs, and heat-lamp stimulation.

Patient Care Assistant

Diamond Health Care - Minneapolis, MN - January 2013 to December 2014

Rendered personal care, light housekeeping, and related services to maintain a safe and healthy environment for the sick and disabled.

Administered prescribed oral medications as directed by physician or home care nurse.

Took patients vital statistics (temperature, blood pressure, pulse, and respiration).

Provide assistance for patients when going to the bathroom, dining area and assigned rooms.

Create documentation and file patient information.

PSE Mail Processing Clerk

USPS - Minneapolis, MN - February 2013 to November 2014

Handled packaging of products prior to delivery.

Processes orders and requests.

Oversees loading of goods from warehouse to delivery vans.

Receives new shipment in warehouse.

Stock inventory items on shelves and kept stock clean and in sequence.

Mark and label containers, container tags, or products.

Complete necessary paperwork for delivery.

Loaded and unloaded trucks.

Operated equipment, adhering to manual guidelines.

Assistant Manager

Payday Loan Store - South Holland, IL - October 2009 to January 2011

Processed loan payments.

Handle customer account and ensure confidentiality.

Create new accounts for new clients.

Handled cash register and organized charge slips, vouchers, and coupons.

Conduct training for new staff.

Answer phone calls (customer inquiry, complaints, orders, etc.)

Covered shifts for employees who are absent.

Manager

First Cash Advance - Chicago, IL - June 2006 to August 2007

Answered customer queries and handled complaints.

Assisted clients in opening new accounts.

Processed loan payments.

Handle customer account and ensure confidentiality.

Provide performance evaluation.

Conduct leading training.

Handle customer complaints and provide immediate resolution.

Handled cash register and organized charge slips, vouchers, and coupons.

Conduct training for new staff.

Covered shifts for employees who are absent.

EDUCATION

Bachelor in Business

University of Phoenix-Online Campus

2014 to 2018

Medical Assistant

Everest College-Merrionette Park - Merrionette Park, IL

May 2013

ADDITIONAL INFORMATION

Qualifications: Experience in customer services, highly organized and can multi-task in a fast-paced work environment. Resourceful, adaptable and a goal-oriented professional with good decision-making skills. Can produce innovative ideas and execute accordingly.