

# Roberta Chambers

Cary, IL 60013

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I believe I am an excellent people person with great oral and written communication skills. I have experience in Caregiver positions for Individuals in a Group, and One on one in a Home setting, Customer Service, Ten Key, Multi Line phone systems, Call Center, Billing, and Scheduling of shipments. I type 40-45 WPM, and I also hold multiple computer skills, and eager to learn more.

Willing to relocate: Anywhere

Authorized to work in the US for any employer

## WORK EXPERIENCE

### **Caregiver/Personal Assistant**

Clearbrook - Arlington Heights, IL - 2017-01 - Present

Care for adults that cannot care for themselves at their day program. This includes but not limited to feeding, changing diapers etc and filing out daily reports.

### **Residential Program Coordinator**

The Tunland Corporation - Cottonwood, AZ - 2014-08 - 2016-08

Care for Adults in a group home setting through AZDDD through AZ DES, some total care for daily living skills, and some are more independent, Oversee Manager of the group homes assist with scheduling, meetings, doctors appointments, medications, and alot more than can be discussed further.

### **Caregiver/DSP 1/DSP II**

ValleyLife - Phoenix, AZ - 2007-11 - 2014-02

85021

602-371-0806

Performing light housekeeping for the individuals including; dusting furniture, laundry and ironing, changing linens and make bed, organizing living areas, taking out garbage and care of house plants  
Promoting a safe environment for patients by providing a stable bathing environment, monitoring food expirations, serving as an escort to appointments, overseeing home deliveries and appointments and planning errands, visits and trips outside of the home.  
Assisting with meal planning, preparation and clean up. Grocery shopping, recipe organization, shopping list preparation and coupon clipping. Medication reminders.. Tie Down Experience, Inventory, Meal planning, and many other various job duties.

### **Customer Service Representative Call Center/Office**

Express Personnel Agency - Phoenix, AZ - 2004-03 - 2007-10

602-754-9500

Temporary assignments pertaining to Customer Service, Call Center, and other various

Office and Secretarial work. Answer Multi-Line phones, Inbound and Outbound projects,

Data Entry and Appointment Setting.

**Customer Service Representative Call Center**

PSI Contact Center - West Bloomfield Township, MI - 2002-01 - 2004-02

248-624-2400

Various projects that require, inbound and out bound calls. Setting up and processing conference calls between two or more clients.

**Receptionist/ Accounts Payable Trainee**

Went out of Business - Phoenix, AZ - 1998-05 - 2000-10

AZ. Went out of Business

Answer and direct incoming calls. Many assistant duties, such as inventory, faxing, filing, and processing of account invoices and statements.

**SKILLS**

Microsoft word, outlook, some excel, ten key, data entry, multi line phones, customer service