

Tony Hulbert

General Laborer seeking full time employment.

Kasson, MN 55944

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Responsible and hardworking general labor that can collaborate with a team and produce quality work on tight deadlines. I am flexible and dependable and have recently worked with a field drainage company. I am able to learn multiple positions quickly and perform them well. I feel I work well in a team environment also individually. Have experience working with mentally challenged adults. The skills I had portrayed were dedication, extreme patience and understanding of physical and mental disabilities of the client.

Authorized to work in the US for any employer

WORK EXPERIENCE

PCA Personal Care Assistant

International Quality Homecare Corporation/PCA Services - Rochester, MN - 2016-11 - Present

Assist people with daily life tasks. Help with bathing, toiletries, meal prep, light housekeeping.

Patient Appointment Coordinator

Mayo Clinic - Rochester, MN - 2016-05 - 2016-11

Currently work in a call center answering patients incoming calls wanting an appointment. Use of computer scheduling applications on computer to help with daily tasks. Interacting with patients via phone. Generating patient accounts by gathering basic demographics and insurance information. Then making a request for an appointment by putting down some symptoms and of concerns that what to get looked for. I might have access to scheduling opportunities, or have to transfer patient to specific department to help out further.

Delivery Driver

Jimmy's Pizza - Kasson, MN - 2007-10 - 2016-05

Deliver orders in a timely and professional manor.

* Customer interactions: Handling money, taking orders over phone & in person, handling money making change.

* Over 65,000 miles of delivery experience

General Laborer

Hodgman Drainage - Dodge Center, MN - 2014-08 - 2015-03

Main responsibility was to uncoil drainage tile, and hooking tile up to existing tile in fields.

* Other duties included: Using heavy machinery on a daily basis, have to problem solve on the go, take direction and act quickly, able to work independently under pressure.

* Worked outside in unfavorable conditions at times.

Direct Support Staff

ARSYS - Rochester, MN - 2014-05 - 2014-09

Helped mentally handicapped individuals with daily life tasks and introducing them into the public.

* Responsibilities included: Medication dispensing, documentation of daily events, feeding, dressing, personal hygiene, driving client to and from work, school and appointments

EDUCATION

Kasson-Manorville High School - Kasson, MN
2008 - 2011