

# Candace Wilkes

Rogersville, AL

cwilkes82@hotmail.com - 931-638-7430

## WORK EXPERIENCE

### **Social Counselor 2**

Giles County Health Department - Pulaski, TN - 2010 to Present

#### Responsibilities

(Help Us Grow Successfully) Program

The Help Us Grow Successfully program is a targeted case management program that provides home-based intervention services to pregnant/postpartum women, children birth through the age of five (5) years and their primary caregivers. Home visitors form a unique and voluntary relationship with a family. Home visitors screen for and identify potential problems, provide education, and connect families with resources in their communities. The HUGS program seeks to prevent or reduce risks as well as promote health and wellness.

#### Program Goals:

- To improve pregnancy outcomes
- To improve maternal and child health and wellness
- To improve child development
- To maintain or improve family strengths

### **Community Programs Coordinator**

Lincoln Co. Health Department - Pulaski, TN - November 2006 to April 2010

#### Responsibilities

Worked with and gave group presentations to local health councils, organizations, schools, hospitals, law enforcement agencies and businesses to promote healthy behaviors and building partnerships, coordinated, implemented and promoted health fairs, and community events. I worked with schools and community partners to build Peer educational groups. Educated community and schools on suicide prevention, teen pregnancy prevention, heart disease prevention, and cancer prevention.

### **Waitress, Cook, Hostess, Dishwasher**

Sands Restaurant - Frankewing, TN - 1997 to 2006

#### Responsibilities

I used the ability to communicate, have patience, being organized, paid attention to detail, handled money counting back customer change, and embraced teamwork. Worked toward customer satisfaction and made corrective action to make customer happy.

### **Line Operator/Forklift Operator/Material Handler**

Pre-Tech, Inc. - Lewisburg, TN - 2002 to 2004

#### Responsibilities

Transported a variety of container and bulk goods and materials. Processed, placed and organized material in and out of the warehouse according to orders for clients. Loaded finished products on trailers, unloaded arriving goods and place in proper location in warehouse. Kept list of inventory left in warehouse. Made sure all lines were loaded with materials for line operation and removed finished products to placed in warehouse. (via Forklift)

### **Medical/Surgical Secretary**

Hillside Hospital - Pulaski, TN - 2001 to 2002

### Responsibilities

Responsibilities included entering all physician orders into the system for each patient, demonstrated good typing skills, skilled in using office equipment such as copy machine, fax machine, laminator, scanners, mail machines, and printers. Answering and directing calls. Paying close attention to details with charts and physician orders.

### EDUCATION

#### **Bachelor's Science in Human Services**

Martin Methodist College - Pulaski, TN

2000 to 2005

#### **Standard Diploma**

Lincoln County High School - Fayetteville, TN

1997 to 2000

### SKILLS

Proficient in Microsoft Applications, CPR certified, understand the significance of confidentiality, task oriented, goal driven, effective communicator, and demonstrates leadership.