

TRINITY ELDER

Avon, Indiana | (317) 626-6402 | trin9090@gmail.com

Professional Summary

Organized and dependable candidate successful at managing multiple priorities with a positive attitude. Willingness to take on added responsibilities to meet team goals. To seek and maintain a full-time position that offers professional challenges utilizing interpersonal skills, excellent time management and problem-solving skills.

Work History

Deconstruction Associate

September 2021 - Current

Ingram Micro

Indianapolis, IN

- Maximized productivity by keeping detailed records of daily progress and identifying and rectifying, areas for improvement within company used sites
- Successfully saw out the deconstruction of many electronics such as laptops, computers, networking, and servers
- Met training needs with well-organized, factual programs based on contemporary requirements

Receptionist

May 2021 - September 2021

Window World

Indianapolis, IN

- Managed multiple tasks and met time-sensitive deadlines
- Confirmed appointments, communicated with clients and updated client records
- Answered phone promptly and directed incoming calls to correct offices
- Provided clerical support to company employees by copying, faxing and filing documents
- Resolved customer problems and complaints
- Scheduled and confirmed appointments and meetings for senior management team
- Received in-bound calls and initiated out-bound daily calls to introduce customers to products and services offered
- Kept reception area clean and neat to give visitors positive first impression

Unit Secretary/Scheduler

September 2020 - February 2021

Kindred Transitional Care & Rehabilitation

Greenwood, IN

- Shared knowledge of facility's scheduled times while supporting the medical staff
- Handled administrative tasks within the rehabilitation center
- Collaborated with nurses concerning the health records of patients
- Organized charts and files, set up the admission process and check-in process of patients, answered phones, and made phone calls

Food Server

July 2019 - April 2021

City Barbeque

Avon, IN

- Reported issues to property manager so effective resolutions, could be put into place
- Checked inventory to restock front end and dining room supplies
- Removed trash and recyclables at end of each shift and disposed of items in proper receptacles
- Positively engaged with customers and maintained professional appearance as company representative
- Monitored company inventory to keep stock levels and databases updated
- Bussed and reset tables to keep dining room and work areas clean
- Checked identification for minimum age for sale of alcoholic beverages
- Collaborated with kitchen staff to correctly update customers on unavailable dishes and wait times
- Used cash registers and credit card machines to cash out customers

Shipper/Sorter

September 2020 - November 2020

Home Goods Distribution Center

Brownsburg, IN

- Sorted packages onto specific pallets while they were moving off a conveyor belt
- Rejected damaged items while moving packages onto trailers at a specific rate
- Recorded number of pallets and took note of pallet tags in which I cleared onto a specific trailer

Sale's Floor Associate

November 2018 - June 2019

Old Navy

Avon, IN

- Greeted customers, helped locate merchandise and suggested suitable options
- Coordinated restocking of sales floor with current merchandise and accurate signage for current promotions
- Monitored existing customer accounts for continued creditworthiness based on analysis of past performance and current information
- Collected discarded merchandise sorted and returned to display racks
- Cleaned and maintained fitting rooms regularly
- Checked garments for damage and placed tags prior to returning items to sales floor
- Processed information and merchandise through POS register system

Education

Vincennes University

Dental Assisting

February 7, 2022 to June 9, 2022

Limited Dental Radiographer Licensed by the Indiana State Department of Health (Pending)

Dental Assisting National Board (DANB) Radiology Health and Safety Examination (Pending)

- Clinical and administrative instruction on dental office, legal aspects of dentistry and dental assisting,
- Knowledgeable about state dental practices policies and guidelines,
- Foundational understanding of oral anatomy, dental procedures, dental equipment, operation, and maintenance; tooth structure-primary and permanent teeth, oral cavity and related structures,
- Skills in proper patient positioning, dental hand-pieces, and dental burns, dental anesthesia, maintaining sterility and asepsis, and observations in local dental office.

High School Diploma

December 2020

Avon High School

Avon, IN

- Attended Ben Davis Career Center for Medical Assisting
- Member of Academic Honors Society
- Received Academic Honors Diploma

Ivy Tech Community College of Indiana

Indianapolis, IN

- Continuing education in general studies as a sophomore
- Have attended classes such as: Anatomy and Physiology, Cultural Anthropology, Fundamentals of Public Speaking, Medical Terminology, Earth Science, Intro to Health Careers, Intro to Business, Intro to Ethics, etc.

Soft Skills:

- Effective Communication
- Professionalism
- Promoting Team Work and Collaboration
- Thinking Critically and Solving Problems

WIN Career Readiness – Essential Soft Skills Certification

2022

Industry Skills:

- | | | |
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| • CPR | American Heart Association | 2022 |
| • First Aid | American Heart Association | 2022 |

References available upon request.