

## **Richlin Y. Wilson**

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### **CAREER OBJECTIVE**

- Seeking a position with the ability to make a positive direction for the company and myself, and I'm also able to work very well with others.

### **PROFESSIONAL EXPERIENCE**

#### **LAWNDALE ELEMENTARY SCHOOL DISTRICT**

##### **Lawndale California United States**

Food Service Assistance September 1999 - August 2011

- Arranges food and beverage items for the purpose of making items available to students and staff • Assists with physical inventories for the purpose of verifying stock and ensuring availability of supplies needed • Attends meetings as assigned for the purpose of convening and gathering information required to perform functions • Collects payments for food items from students and/ or staff for the purpose of securing funds for reimbursement of costs for providing nutritional services • Processes various documentation for the purpose of providing food and money accountability • Records meal counts for the purpose of providing documentation and /or conveying information for planning purposes to supervisory and management personnel • Trains employees and student workers and evaluates job performance for the purpose of achieving success en the food service department
- Attends meetings as assigned for the purpose of convening and gathering information required to perform functions
- Collects payments for food items from students and/ or staff for the purpose of securing funds for reimbursement of costs for providing nutritional services
- Trains employees and student workers and evaluates job performance for the purpose of achieving success en the food service department
- Assists with physical inventories for the purpose of verifying stock and ensuring availability of supplies needed
- Processes various documentation for the purpose of providing food and money accountability
- Records meal counts for the purpose of providing documentation and /or conveying information for planning purposes to supervisory and management personnel

#### **WALMART**

##### **Torrance California United States**

Custodian April 2008 - May 2008

- Perform or assist with cleaning duties as necessary.
- Instruct staff in work policies and procedures, and the use and maintenance of equipment.
- Gather and empty trash.
- Service, clean, and supply restrooms.

- Monitor building security and safety by performing such tasks as locking doors after operating hours and checking electrical appliance use to ensure that hazards are not created.
- Clean building floors by sweeping, mopping, scrubbing, or vacuuming them.
- Follow procedures for the use of chemical cleaners and power equipment, in order to prevent damage to floors and fixtures.
- Mix water and detergents or acids in containers to prepare cleaning solutions, according to specifications.
- Clean windows, glass partitions, and mirrors, using soapy water or other cleaners, sponges, and squeegees.
- Spray insecticides and fumigants to prevent insect and rodent infestation.

## **TARGET**

### **Gardena California United States**

Associate April 1986 - January 1987

- Receive and count stock items, and record data manually or using computer.
- Pack and unpack items to be stocked on shelves in stockrooms, warehouses, or storage yards.
- Verify inventory computations by comparing them to physical counts of stock, and investigate discrepancies or adjust errors.
- Store items in an orderly and accessible manner in warehouses, tool rooms, supply rooms, or other areas.
- Mark stock items using identification tags, stamps, electric marking tools, or other labeling equipment.
- Clean and maintain supplies, tools, equipment, and storage areas in order to ensure compliance with safety regulations.
- Determine proper storage methods, identification, and stock location based on turnover, environmental factors, and physical capabilities of facilities.

## **HEALTH CARE ENRICHMENT**

### **Signal hill California United States**

Medical secretaries September 2011 - March 2012

- Answer telephones, and direct calls to appropriate staff.
- Schedule and confirm patient diagnostic appointments, surgeries and medical consultations.
- Greet visitors, ascertain purpose of visit, and direct them to appropriate staff.
- Operate office equipment such as voice mail messaging systems, and use word processing, spreadsheet, and other software applications to prepare reports, invoices, financial statements, letters, case histories and medical records.
- Complete insurance and other claim forms.
- Interview patients to complete documents, case histories, and forms such as intake and insurance forms.
- Compile and record medical charts, reports, and correspondence, using typewriter or personal computer.
- Transmit correspondence and medical records by mail, e-mail, or fax.
- Maintain medical records, technical library and correspondence files.
- Perform various clerical and administrative functions, such as ordering and maintaining an inventory of supplies.

## **EDUCATION**

### **Everest College**

### **Gardena California United States**

*Completed coursework towards Medical Insurance Billing & Coding Certificate November 2011*

**ABC Adult School**  
**Cerritos California United States**  
*Completed coursework towards High School Equivalency*