

Tammy Williams

7 Sage Circle, Andrew TX 79714

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Motivated and reliable office administrative professional with 5 years experience providing Administrative support. Receptionist who answers a high volume of incoming calls while handling in-person inquiries from clients. Flexible and hardworking with the drive to succeed. Dedicated Customer Service Representative motivated to maintain customer satisfaction and contribute to company success. Quality-focused and efficient Cook with 5 years of experience in high-pressure culinary environments. Skilled in preparing large volumes of food quickly and efficiently. Seeking to use culinary skills and expertise to prepare a special variety of dishes in a professional, rewarding environment. Adaptable Warehouse associate with extensive experience in material handling, inspections and shipping and receiving. Focused on continual process improvement and cost reduction.

Homeowners insurance

food guidelines awareness Honest and ethical

Deadline-oriented

proficiency

organizational skills

Adolescent nutrition knowledge FDA

Materials accountability

Inventory tracking Microsoft Office

Inventory control procedures Strong

10/2014 **Ashton Hall Assisted Living** - Lawrenceville, GA
Dietitian/Cook

Followed proper food handling methods and maintained correct temperature of all food products. Prepared healthy, enjoyable breakfasts and dinners for diners. Conducted daily inspections and maintained food sanitation and kitchen equipment safety reports. Regularly developed new recipes in accordance with consumer tastes, nutritional needs, and budgetary considerations. Encouraged clients and caregivers to follow recommended food guidelines for well-balanced diets.

02/2014 **Ashton Hall Assisted Living** - Lawrenceville, GA
Caregiver

Quickly responded to crisis situations when severe mental health and behavioral issues arose.

Tracked client movement on and off the unit by documenting times and destinations of clients. Documented all patient information including service plans, treatment reports and progress notes. Monitored patients prescribed psychotropic medications to assess the medications' effectiveness and side effects. Documented all patient information including service plans, treatment reports and progress notes.

Carters Distrubution INC - Lawrenceville, GA Warehouse Associate

12/2012 -
01/2013

Selected products for specific routes according to pick sheets. Maintained accurate stock records and schedules. Processed customs duties and fees quickly to release international shipments. Unloaded, picked, staged and loaded products for shipping. Conducted monthly, quarterly and yearly inventories of warehouse stock. Rotated stock by code and receiving date.

Amway - Lawrenceville, GA Warehouse Associate

Morris Trucking - Monticello, FL Assistant

03/2011 -
05/2012

Scanned and filed forms, reports, correspondence and receipts. Reviewed files to check for complete and accurate information. Entered information into computer databases. Retrieved requested files and delivered to appropriate personnel.

01/2004 -
07/2010

Unversity of Phoniex - Phoenix, AZ, United States Associate of Science: Business Mangement

Resource Real Estate Academy Lawrenceville, GA Real Estate

Education

2016