

RASHONSTEWARD

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PROFESSIONAL SUMMARY

Highly professional and experienced team leader with demonstrated analytical thinking proficiency; Proven accomplishments in the area of administration, self-supervision and time management; Excellent communication, computer, and interpersonal skills.

EDUCATION

Sterile Processing/Environmental Services Certificate

Metropolitan Community College, Kansas City, MO Completion March 2014

Relevant Coursework:

Communication for Industry Digital Literacy
OSHA 10 Hour Certification CPR/ First Aide Certification

SKILLS PROFILE

- Excellent people skills and thrives on helping to solve problems.
- Superb communication skills, verbal and written.
- Strong attention to detail and proficient at running and handling office equipment.
- Organize and assemble routine tasks or special supplies, filling special requests as needed.
- Report defective equipment to appropriate supervisors or staff.

WORK EXPERIENCE

Construction & General Laborers Union #264 Office Assistant Jan 2016- Current

- * Data Entry
- *Operated multi-phone line system
- *Organized distribution of member supplies
- *Collected payments via cash/check/card
- *Sorts, sends, records, and distributes incoming and outgoing mails and packages.

CBE Companies Collector/CSR May 2015- Dec 2015

- *Handled inbound/outbound calls for various clients.
- *Data Entry
- *Set payment arrangements and requested appropriate info for clients and consumers

Lenders Recovery Spotter/Skip Tracer Kansas City, Mo June 2014-Sept 2014

- *Located and Recovered clients property from debtor.
- *Contacted debtors to make arrangements for recovery.
- *Scanned communities for system updates.

Right at Home Health Care Home Health Aide Overland Park, Ks July 2013-Nov 2014
*Cared for clients in their home or facility.
*Ran errands and meal prep.

NCO Financial Systems Customer Finance Rep Overland Park, Ks Nov 2012-May 2013
*Assisted Sprint customers with customer Care and finance concerns.
*Set payment arrangements and collected payments.

Full Employment Council Asst. Team Lead Kansas City, Mo. March 2012-June 2012
*Work verification of Great Ambassadors
*Track progress of Great Ambassadors
*Trained participants for field retrofit presentations
*Handled additional responsibilities as assigned

G.R.E.A.T Project Ambassador Kansas City, Mo. January 2012-March 2012
*Canvassed local neighborhood educating residents on energy efficiency
*Used map navigation

Bethlehem Home Health Home Health Aide Kansas City, Mo. April 2010-November 2010
*Maintained client personal care
*Assisted clients with errands and light housekeeping
*Prepared clients meals.

Swope Health Services Finance Intern Kansas City, Mo June 2010-September 2010
*Maintained data entry/ filing duties
*Assisted support staff with recordkeeping relative to patient services
*Input electronic filing of medical insurance billing and coding information

Alternative Opportunities Staff Assistant Independence, Mo. May 2009-July 2009
*Data entry/ Filing
*Receptionist
*Assisted staff with preparation of outings with mentally disabled consumers.

City of Kansas City Youth Commissioner Kansas City, Mo. November 2005-July 2006
*Advised the mayor for city sponsored youth programs and development
*Participated on a 17 member planning committee developing strategies to connect youth
*Recorder for committee meetings
*Helped develop a Job Fair for youth ages 14-26
*Developed employer database in conjunction with the job fair.
*Supervised 37 committee members of the Youth Employment.