

**Donetta Stuart**

3347 Garfield • Kansas City, MO 64109  
(816) 398-3970 • S1159587@student.mccckc.edu

**Professional Experience**

**Upper Room**

Kansas City, Mo  
Youth Counselor, Activity planner,

**February 2014 – Present**

**Jay's Chicken & Fish**

Kansas City, KS  
Cashier, customer service, food preparation, store maintenance

**January 2012 – August 2013**

**Crystal Home Care**

Kansas City, MO  
Providing client assistance with daily living activities - meal preparation, hygiene, housekeeping, etc.

**October 2009 – July 2011**

**Bethlehem Home Health**

Kansas City, MO  
Providing client assistance with daily living activities - meal preparation, hygiene, housekeeping, etc.

**April 2008 – August 2009**

**Fish Town**

Kansas City, MO  
Cashier, customer service, food preparation, store maintenance

**June 2004 – November 2007**

**Millennium Marketing**

Shawnee Mission, KS  
Collection representative, customer service, resolving customer account issues, handling inbound and outbound calls

**March 2001 – July 2003**

**Lady Baltimore**

Kansas City, KS  
Customer service, data entry, resolving customer account issues, handling inbound and outbound calls.

**October 1998 – January 2001**

**Education**

	<u>Dates Attended</u>	<u>Major</u>	<u>Date Completed</u>
<b>J.C. Harmon High School</b> Kansas City, KS	1992 – 1996	General Education	Diploma received in 1996
<b>Donnelly College</b> Kansas City, KS	05/2004 – 06/2004	CNA	Certified in 06/2004
<b>Penn Valley Community College</b>	2011 – Present	Physical Therapy	AA to be completed in 2014

**Special Qualifications**

My job experience has given me extensive customer service skills. I work well with others including co-workers and customers. I am flexible when it comes to performing and learning new job responsibilities. My experience in home health services has exposed me to work with a variety of populations including the elderly and those with disabilities. I volunteer at my child's school, so I am also capable of working with children and adults.