

# Michael Young

Dallas, TX 75237

[young1981127@gmail.com](mailto:young1981127@gmail.com)

8177166426

Authorized to work in the US for any employer

## Work Experience

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### **Nutrition Services/ Cook**

Aramark - Dallas, TX

September 2016 to Present

Handling cash. Food preparation. Cooking meals to order. Assisting with inventory of kitchen supplies. Taking temperature of food safety.

### **cashier**

Home Depot

February 2016 to September 2016

Running cash register and assisting customers

### **Team Member**

HMSHost - Dallas, TX

October 2014 to May 2016

Responsibilities

Handling cash register. Food preparation. Assisting with inventory

### **environmental specialist**

Methodist Dallas Health Center - Dallas, TX

September 2014 to September 2015

Responsibilities

Removing waste and biohazard from different areas of the hospital. Also assist with unloading laundry truck

Accomplishments

stable position and room for growth and fair opportunity

### **Customer Service Rep/ Cashier**

Au Bon Pain - Irving, TX

June 2013 to July 2014

Responsibilities

Handling cash and credit card payments, expedite orders, merchandising items, making drink orders, keeping storage room clean and stock, training new employees about company needs.

### **Team Member\Cashier**

Whataburger - Dallas, TX

February 2013 to February 2014

Handling cash and credit card payments, assisting with inventory, cleaning, and providing customer care.

### **Grocery Associate**

Wal-Mart - Garland, TX

June 2012 to February 2013

Stocking groceries goods, unloading trucks, taking inventory of merchandise.

### **Extern**

Central Rehab - Dallas, TX

October 2011 to December 2011

Answer calls, send faxes out, mail out, charting, data entry, billing, schedule appointments, copy, filing and verify insurance.

### **Rehab Assistant**

center for neuro skills - Irving, TX

August 2008 to July 2010

Giving care to patients with brain injuries, such as cooking, cleaning, and shopping, while assisting the patients with the rehab needed to recover from injury.

### **Guest Service Associate**

Sheraton Hotel of Dallas - Dallas, TX

January 2007 to July 2008

checking in and out of the hotel. Also providing strong customer services via face to face, and phone.

### **Package Handler**

Fed Ex Ground - Hutchins, TX

February 2005 to December 2006

Loading, and unloading trucks.

### **ADMINISTRATIVE SKILLS:**

Medical Terminology Medical Ethics HIPAA

Microsoft Word Billing Coding ICD9\ CPT Coding Typing Bookkeeping Record Management

Processing mail Computer Skills Authorizations Insurance Billing Medisoft Scheduling

Medical Legal Medical Collections Medical Office

Communication Telephone Skills OSHA

## **Additional Information**

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### **CLINICAL SKILLS:**

Vital signs CPR Certified First Aid Certified