

Eureka Duncan
Dallas, TX 75243
tanyaduncan76@yahoo.co
m (214) 455-6935

To become employed with a company that allows me to showcase my talent as a leader and a commodity to any working environment.

Work Experience

Nutrition

Specialist/Dietary Aid

The Plaza at Richardson - Dallas, TX

October 2015 to June 2019

Responsibilities-

- *Assist alone side cook with preparing meals and snacks
- *Assist with cleaning in the kitchen and setting up/down dining areas
- *Deliver food/snacks to resident rooms and setting up/down snack carts after each meals
- *Take inventory of food and kitchen supplies as well as learn the protocols and procedures of the facility

Childcare Provider

BrightStar Healthcare

December 2014 to October 2015

Responsibilities-

- *Educate and promote children's emotional and social development with organizing activities that implement a curriculum that allowed children to learn about the world and explore interests
- *Supervise and monitor the safety of the children as well as keep records of progress and routines and interests
- *Prepare nutritional meals and organize mealtime and nutritional snacks
- *Assist with keeping good hygiene and change diapers of infants as well as toddlers and develop a schedule and routines for physical activities, rest and play times

Community Services**Instructor**

Easter Seals Midwest

January 2011 to October 2014

Responsibilities-

- * Maintain daily and monthly paperwork neatly and accurately
- * Implementing and evaluate individualized service plan outcome and objectives for specific individuals
- * Provide support and supervision to assigned individual/groups while adhering to agency policies and procedures
- * Maintain professional relationship with individuals, families, community members, and community living staff

Support Staff

Creative Concept - Saint Louis County, MO

September 2006 to January 2011

Responsibilities-

- * Assist with daily activities such as bathing, dressing and nutritional meal preparation
- * Transporting clients to work and home as well as throughout the community
- * Provide assistance with domestic tasks such as cleaning, laundry, dishes, vacuuming, budgeting and schedule management
- * Provides support to families emotionally and practically to assure that the needs are being met to live happy and independent life

Home Health Aide

House Calls Supplemental Healthcare - St. Louis, MO

May 2001 to September 2006

Responsibilities--

- * Support patients by providing housekeeping and laundry services, also engage clients in activities like reading, talking and playing games
- * Administering medication and coordinating meal plans
- * Responsible for shopping for food and household supplies and serving nutritional meals as well as snacks

*Responsible for running errands and assisting with personal services, such as bathing, dressing as well as grooming

Education

Diploma in Basics

Riverview Gardens Sr. High School - Saint Louis County, MO

1993 to 1997

Certifications/Licenses

First Aid CPR AED ADULT AND INFANT

July 2017 to July 2019

Additional Information

Extraordinary customer service qualities with Managerial Experience with awesome and Outstanding performance goals in Human Services. I consider myself a responsible, creative, with initiative and punctuality, I accept with pleasure the challenges and goals that your organization could assign me, with good handle of the interpersonal relationships, ability to work in teams, ability to work under high pressure, so as to solve problems efficiently and achieve the goals set by the company and my work group.

Eureka L. Duncan

9600 Forest Lane Apt. 2103

Dallas Tx, 75243

214-455-6935

Tanyaduncan76@yahoo.com

References

Name: LaTrecia Gipson

Company: Cardinal Health

Address: 2730 S. Edmond Ln. suite #300

Lewisville, TX 75067

Email: latrecia_gipson25@hotmail.com

Number: (806) 420-3504

Relationship: Colleagues

Name: Shauntalae Pitt

Company: Show Me Bakery

Address: 9855 Shadow Way Suite #1143

Dallas TX, 75243

Email: shauntalaepitt@gmail.com

Number: (469) 697-4604

Relationship: Supervisor

Name: Marquita Record

Company: Mane Pro

Address: 14833 Midway Rd.

Addison, TX 75001

Email: glowpure4me@gmail.com

Number: (469) 237-8213

Relationship: Colleagues