

Renita C Jackson

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Management

Accomplished and dedicated individual with over ten years of diverse managerial skills and service experience. Strong leadership, problem solving and communication skills. Exceptional organizational skills. Dependable, honest and loyal.

Key Skills & Expertise

- ✓ Customer Satisfaction
- ✓ Client Relationship Management
- ✓ Answered Multi-Line Phone
- ✓ Scheduled Multiple Radiology Exams
- ✓ Creative Problem Solving
- ✓ Office Management

Professional Experience

Chicago Northside MRI Center - Chicago, IL Office Manager

August 08-June 18

- Greeted all visitors and directed to appropriate locations.
- Created and maintained schedule for all office staff.
- Maintained office supplies and ordered when needed.
- Evaluated employee timecards to administer payment on a bi-weekly basis.
- Evaluated resumes and interviewed qualified candidates.
- Facilitated training and onboarding to all new hires.

University of Chicago Hospitals - Chicago, IL Office Scheduler

April 02-May 08

- Provided excellent customer service through all interactions as scheduling contact for appointments.
- Obtained accurate information while scheduling appointments for the Department of Radiology.
- Respond effectively and promptly to all patient and team member requests.

Gabe's Retail Store - Madison, TN

February 01-March 02

Team Lead Markdowns (Temporary Work)

- Administrated assignments to markdown team daily.
- Motivated individuals to finish daily tasks.
- Trained and mentored new hires in other departments.
- Counted Cash Revenue for Store.

David's Bridal - Madison, TN

February 01-March 02

Sales Associate (Temporary Work)

- Greeted customers coming into the store.
- Assisted customers with finding dresses for special occasions.

Education

180 Degree Culinary Arts – City of Refuge, Atlanta, GA

Jan. 2019

Serv Safe Certification

Dishwasher Test

Score / 10

C

1) After washing your hands, which item should be used to dry them?

- Clean apron
- Sanitized wiping cloth
- Single use paper towel
- Common used cloth

C

2) While washing dishes by hand, which item should you wear?

- Cutting glove
- Oven Mitt
- Rubber glove
- Nothing

D

3) When should you wash your hands?

- Before you start work
- After handling non-food items (garbage, money, cleaning chemicals)
- After using the restroom
- All of the above

A

4) If you need to move a heavy load, you should PULL and not PUSH the object.

- True
- False

E

5) Which of the following could you be at risk for getting burned from?

- Steam from boiling pots
- Hot liquids (coffee, soup, tea)
- Hot equipment (ovens, pots, chafing dishes)
- Harsh chemicals
- All of the above

A

6) All work-related injuries, accidents or illnesses should be reported immediately to the supervisor on duty.

- True
- False

C

7) What should you do if you spill liquids or see a liquid spill?

- Leave it for someone else to clean-up
- Wait until the end of your shift to clean it
- Flag the spill and clean it immediately
- Not sure

C

8) When handling hot items you should?

- Wear rubber gloves
- No need to wear anything
- Use an oven mitt or dry cloth towel
- Nothing

A

9) If you are using a three-compartment sink for cleaning and sanitizing, the second sink is used for?

- Rinsing
- Scraping
- Washing
- Sanitizing

B

10) What is the proper method for cleaning and sanitizing stationary equipment?

- Spray with a strong cleaning solution and wipe with a sanitized cloth
- Spray with a sanitizing solution, then rinse with clean water and dry
- Wash and rinse, then wipe or spray with a chemical-sanitizing solution
- Brush off loose soil with a clean cloth, then wipe with a sanitizing solution