‍‍Kimberly Crews

1302 Smoky Crossing Way, Seymour, TN 37865 904-460-4435 kimccsoc02@yahoo.com

Objective

To secure employment in an established, motivated, work environment where my knowledge, skills, and abilities can be utilized. I am looking to become an integral part of a successful work place.

Education

U.S. Career Institute jacksonville,florida

Medical Assisting 03/2016 – 09/2016

Keiser University Jacksonville,Florida

Bachelor of Science in Interdisciplinary 05/04/15 – 12/20/15

Studies

TFN (Training Future Nurses) Orange Park,Florida

CNA Certification 05/2013

EDWARD H. WHITE HIGH SCHOOL JACKSONVILLE,FLORIDA

High School Diploma 06/1986

Certifications

Basic Life Support for the Exp: 06/2017

Healthcare Provider (BLS)

Certified Nursing Assistant (CNA) Exp: 05/31/2017

Certification # CNA 284686

Abilities/Experience/skills

\* Accountable \* Ambitious \* Communication Skills

\* Computer Skills \* Creative \* Dependable

\* Flexible \* Leadership Skills \* Loyal

\* Motivated \* Organized \* Trustworthy

Employment History

mayo clinic Jacksonville,florida

Radiology Imagining Procedure Assistant 02/17/2014 - present

* Assist with procedures in Diagnostics, Ultrasound, Nuclear Medicine, MR, and Interventional Radiology
* Transport patients to and from radiology procedures
* Patient Care
* Register patients in computer for radiology procedures and transport

kmart Jacksonville,florida

Customer Service Desk Associate/Cashier 10/2013 – 06/2014

* Customer service/relations
* Responsible and accountable for collecting, processing, distributing, and balancing large sums of money with minimal error rate
* Processed, issued, and balanced lottery sales
* Processed customers returns

charlton county sheriff’s office folkston,georgia

Corporal/Corrections Officer 09/28/06 – 06/28/13

* Supervised 8+ employees
* Booked and processed of inmates
* Fingerprinted civilians for jobs and firearm licenses and inmates for processing
* Responsible for court security
* Transported inmates

city of jacksonville/duval county jacksonville,florida

Tax Collector’s Office 08/1991 – 10/2004

Supervisor IV/Customer Service Representative

* Supervised 10+ employees
* Customer service/relations
* Responsible and accountable for collecting, processing, distributing, and balancing large sums of money with minimal error rate
* Processed/issued vehicle titles, registrations, license plates, handicap permits, hunting and fishing licenses, animal licenses, child support payments, JEA payments, and driver’s licenses

sysco food services jacksonville,florida

Accounts Receivable 07/1985 – 07/1991

* Customer service/relations
* Responsible and accountable for collecting, processing, distributing, and balancing large sums of money with minimal error rate
* Processed customer payments
* Filing
* Answered phones and assisted customers and clients
* Processed new clients
* Deposits

pic n save jacksonville,florida

Cashier 1984 – 1985

* Customer service/relations
* Responsible and accountable for collecting, processing, distributing, and balancing large sums of money with minimal error rate
* Stocked shelves