

**Lindsey T.
Davis**

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Objective

Looking for a company where someone can continue building upon my organizational, communicative, customer service, and technological skills. Personally enjoy a fast paced environment where I'm challenged and given resources that will continue to help me succeed.

Employment History

Health Care Technician/CNA

June 2015-Present Carle Hospital, Urbana IL.

- Assist nursing staff with procedures
- Vitals on patients
- Hourly rounding
- Turing, changing and ambulating patients

Banquet Server/Bartender

May 2014-November 2015 Hilton Garden Inn, Champaign IL.

- Serving both food and beverage to guests
- Cleaning up banquet spaces
- Setting up banquet spaces for events
- Minor food prep before events

Bartender/Server

Dec. 2013-May 2015 Route 45 Wayside, Pesotum IL.

- Prepare food and appetizers in a timely manner
- Serve food and drinks to customers
- Clean work area at the end of shift
- Maintain a balanced cash drawer during every shift

Project Assistant

Aug. 2013-November 2013 Midwest Underground Technology Inc., Champaign, IL.

- Communicate with project managers, subcontractors and customers on progression of projects
- Responsible for gathering quotes from subcontractor and vendors
- Responsible for submitting bid proposals and end of project materials to the customer
- Managed the field crews and any issues that arose while they were on site
- Created, maintained and updated hundreds of folders on multiple servers
- Drafted purchase orders and managed estimates for multiple projects
- Train new employees on basic knowledge of daily tasks and computer programs

Secretary

Nov. 2011-July 2013 ABC Sanitary, Champaign, IL.

- Customer Service: assist walk-in customers, answer phones, and assist drivers as needed
- Billing: paying company bills and sending customer's statements
- Payroll: auditing timecards for accuracy, ensuring pay checks prepared timely
- Write bids for Commercial jobs and helping with new accounts

Daycare Provider

May 2008- Nov. 2011 Lindsey's DayCare, Pesotum, IL.

- Create a safe, clean, organized, educational, and healthy environment for children ages: newborn and above
- Organize: healthy meals, activities, and up to date records for parents and tax purposes
- Maintain an open and friendly communication with parents

Medical Administrative Assistant

Oct. 2006 – May 2008 Carle Clinic, Urbana, IL.

- Customer service: answer phones, checking in/out patients, making appointments, returning calls to patients
- Assist Nurses and helping Surgeon's with coding
- Complete medical terminology 1& 2 classes and coding

Cashier

March 2004- Oct. 2006 Menards, Champaign, IL.

- Cashier: maintain balanced register, keeping area filled and organized
- Head Cashier: customer service, answering phones, directing cashiers, troubleshooting returns and complaints

Education

2014 Parkland College, Champaign, IL.

- Prerequisites for Lakeview College of Nursing completed
- CNA course completed 2016

2019 Lakeview College of Nursing, Charleston, IL.

- Currently enrolled in Foundations of Professional Practice, Intro to Professional Practice, Basic Concepts of Pathophysiology, and Basic Health Assessment