

Reshea M. Drakes

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Gainesville, Florida 32607

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OBJECTIVE: Seeking a challenging position that will utilize my past experience and provide potential for growth and advancement.

EDUCATION:

Bachelor of Science in Health Education May 2009
University of Florida, Gainesville, FL
GPA 3.8/4.0

EMPLOYMENT HISTORY:

Customer Service Specialist, JcPenneys May 2008- August 2008
Gainesville, Florida

- Daily cash transactions
- Assisted customers with their shopping
- Daily use of computer software

Resident Assistant, Summerville Assisted Living Facility January 2008-May 2008
Gainesville, Florida

- Certified Medication Aide
- Assisted with activities of daily living such as bathing and dressing
- Cater to everyday needs of residents in a caring and compassionate manner

Student Assistant, Elmore Hall August 2005- January 2008
Gainesville, Florida

- Filed vendor information
- Assisted in the office with coping
- Processed vendor information in Microsoft Excel

Sales Consultant, D & W Distributors June 2002- July 2005
Orlando, Florida

- Provided general information in regards to products
- Processed outgoing mail and shipment packages via priority mail and UPS
- Stocked products daily
- Placed calls to companies regarding their shipments

Office Assistant, Eatonville Community Redevelopment Agency January 2001 – June 2002
Eatonville, Florida

- Received incoming phone calls and provided information regards to city events
- Processed monthly bills
- Kept records of different events within the community
- Helped organize Martin Luther King Parades
- Processed weekly timecards and submitted to supervisor

CERTIFICATES:

- Certified Nursing Assistant, Express Training, Gainesville, Florida
- CPR, Emergency Oxygen, Blood borne Pathogen, First Aid certified

VOLUNTEER: Shands at the University of Florida Hospital, Pediatrics, Surgery (October 2005-May 2006) Florida Hospital Orlando, Pediatrics Department (January 2004- August 2005) Give Kids the World (August 2001- May 2005)