

CHARLENE EDWARDS

120 U Street, Bakersfield, CA 93304

661-348-9503

bcheart@yahoo.com

Career Objective

Looking for a position with your facility where I may utilize my expertise to attain the upper most level of patient care while maximizing the efficiency of facility.

Experience

06/15/2015-6/2/18 – Dollar General Store, Bakersfield, CA

Non Food Manager

Duties include customer service, cash handling, receiving vendors, stocking, ordering, etc.

08/03/2008-12/31/2015

Womens Healthcare OBGYN, VillePlatte, LA

Office Manager/Medical Assistant

Minor Surgeries Assistance

Vital Signs

Drug Screening

Injection Administration

Patient Education

Answers Phones

Filing

01/2009 – 04/2015

Tax Specialist Imani Tax Service, VillePlatte, LA

Answer Phones, filing, assist clients with tax preparation

08/2007-10/2008 Edmund Fisher, ENT Bakersfield, ca

Medical Assistant/Biller

Assist in minor office procedures

Schedule surgeries

Triage

Sterilization

08/2004-08/2007 Home Instead SeniorCare Bakersfield,CA

Direct Care Staff

Cared for elderly/disabled patients

Assisted with personal hygiene needs

Transport patients to and from doctors appointment

10/2004-08/2007 Food service worker South High School. Bakersfield, CA

Meal preparation

Adhere to all food handling rules & regulations

Operate industrial equipment, as well as, sanitize equipment

01/2000-10/2004 Savoy Medical Center Boys Home Mamou, LA

Tech

Med reminders

Assist with daily activities

11/1997-10/2004. Overnight Stocker/Cashier Wal Mart VillePlatte, LA

Stock shelves

Cashier

Customer service

Balance register

02/1992-01/2000. Lil Folks Daycare. VillePlatte, LA

Teacher

Open/close school

Ages 3-5 taught

Prepared lesson daily

Assist with potty training

Sanitize toys daily

06/1987-01/2000. Deshotel Supermarket. VillePlatte , LA

Cashier

Work register

Stock shelves

Assist vendors

Deposit nightly

Answer phones

Assist customers with groceries to car

Education

2008 Maria college Medical Assistant Certificate Bakersfield, com

2007 Stratford careers institute Child Psychology Diploma Online

1997 School of child Day Care Early Childhood Development Online

1987 VillePlatte High School Diploma VillePlatte, LA

References

1. _Mina Menzoda Supervisor 10 years 310-500-6804
2. Richard
3. Antenisha Ben Manager 6 years

Education

Degree / Date of Graduation

You might want to include your GPA here and a brief summary of relevant coursework, awards, and honors.

Experience

Name of Employer

Job Title / Dates of Employment

This is the place for a brief summary of your key responsibilities and most stellar accomplishments.

Awards and Acknowledgements

Type of Award / Award Description

Are you president of your fraternity or sorority, head of the condo board, or a team lead for your favorite charity? You're a natural leader—tell it like it is!