| **Willie Anita Shaw** | |
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| **5017 Gold Leaf LN**  **Pinson, AL 35126**  **(334) 207- 8685**  **2010anitaharris@gmail.com** | |
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| **Objective**: |  |
| **I am interested in securing employment that will allow me to advance in my position. My degree allows me to work for an employer anywhere in the United States of America.** | |
| **Education :**  **Virginia College Of Montgomery March 30,2018**  **Associate Degree in Medical Billing & Coding** | |
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| **Employment:**  **The Learning Tree Inc. - Pelham, AL**  **Operation Administration April 2019- June 2024**   * **Operation Manager Of Residential Group Homes and Private School** * **Manage job sites, Conduct Interviews, Schedules, Drug Screening, Birmingham Personnel Files, Reference Verification** * **Federal, State job regulations, Orientations, Onboarding training, Company Fleet maintenance** * **Workman’s Compensation paperwork, Timesheet approvals, Staff schedules, FMLA Procedures and paperwork sent to payroll, Paycom set up** * **Submitting DHR CA/N and Term Trak, DHR APS Forms, First Advantage for national background checks, E Verify and ACE Alabama School System program** * **Postage meter Machine, Filing System, Scanning, Xerox Copier, Emails, Check writing** * **Conflict Resolutions, Negotiation Skills, Customer Service, Time Management, Communications** * **Order Supplies,invoices, 365 Management, Outlook, Share Point, and Microsoft Office (Word, Excel,Spreadsheet ).** | |
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| **Anita’s Cleaning Services - Montgomery, AL**  **Owner Operator October 1998- April 2019**   * **Residential Homes, Commercial Contracts** * **Hiring Manager, Job Posting boards, Interviews, Supervisor, Schedules, On site Training** * **Management meetings, Filing System, E-Verify** * **Computer programs, Data Entry, Phone Etiquette, Customer Service, Detailed,** * **Bank Transactions, Spreadsheets, Invoices** * **Ordering supplies, scheduling appointments, advertisement for business, Vehicle Services**   **WestMinister Daycare – Montgomery, AL**  **Preschool Instructor January 2004- December 2005**   * **Weekly program Schedule** * **Supervised children of different ages** * **Supervised self-directed Play** * **CPR & 1st AID Child** * **Medication**   **AmeriCorps Success by Six – Montgomery, ALabama**  **Community Advisor June 1996-June 1998**   * **Worked with children and their families in low income areas of the city.** * **Public Speaking, Monthly Training, Communication, Data Entry, Phone Etiquette** * **Transportation Vans** * **Program Referrals, Client Assessments** * **Pre-school instructor**   **HONORS AND AWARDS:**   * **National Honor Technical Society at Virginia College** * **Certificate of successful completion of Medical Billing and Coding Trenholm Technical College.** * **Completed Medical Billing and Coding at Virginia College with 4.0 GPA.** | |
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