| **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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