Tamarra D. Smith

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**Objective**

**To obtain a challenging position in an organization where I can use my entrepreneurial, technical**

**and personal skills.**

# Experience

**Entrepreneur & Childcare Business Owner Oct 2018 – May 2023**

* Provided great child care (Planned daily schedules/activities for children)
* Created all documents, such as blue prints, flyers and business cards, to run my own

 childcare business.

* Kept good financially records for business by creating business Invoicing forms and portfolios

**Bethany Village (Nursing Home Falicity)**

* Full-time - Practicing CNA assisting patients. **Jun 2017 – Aug 2017**
* Provided basic and urgent care for patients.

**Rose Gate Village (Nursing Home Falicity)** **Mar 2017 – April 2017**

* Trained earning clinical hours toward my CNA License.
* In-person training to gain experience in providing patient care.

**McDonalds**  **Mar 2015 – Oct 2023**

* Performed duties of Assistance Manager
* Worked front and back booth as a Crem Member

# Education

## Atterbury Job Corps – Edinburgh, IN Dec 2016 – Jun 2017

* Home Health Aid - CNA Trade Completion

## TASC – Indianapolis, IN May 2017 – Dec 2019

* High School Equivalency – Diploma

# Skills & abilities

* Experienced with several computer software, which includes, Adobe Creator, Microsoft Canvas,

 Microsoft 360 (Word, Excel, PowerPoint, One Note, Flyer Maker, DocuSign and Invoicing)

* Entrepreneurship, Great Management & Leadership Skills
* CPR Certified – March 2017
* Assisting Residents with Activities, Daily Living and Urgent Patient Calls
* Excellent Customer Service, and Communication Skills

**References available upon request.**