

Sarah Reed

I'm a very determined person

Okmulgee, OK 74447

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Professional Summary

I am a very hard worker. It doesn't take me long to learn something new. I always show up on time.

Authorized to work in the US for any employer

Work Experience

911 Dispatcher

Okmulgee County Criminal Justice Authority-Okmulgee, OK

July 2023 to Present

Perform emergency medical dispatch and crisis intervention services. Ask vital questions and provide pre-arrival instructions for emergency medical calls. Monitor and operate a radio console and computer equipment. Receive and respond to a variety of emergency and non-emergency services and complaints

Producer

KOTV-News-Tulsa, OK

January 2023 to Present

Producer at News on 6.

Go counselor

YMCA-Okmulgee, OK

October 2022 to Present

Helping children

Reporter

Okmulgee times-Okmulgee, OK

May 2022 to August 2022

Taking pictures, writing stories that express those pictures. Getting to know my community

Customer Service

Love's Travel Stops & Country Stores-Okmulgee, OK

November 2019 to February 2020

Stocked, replenished, and organize inventory with accuracy and efficiency, and maintain accurate and attractive merchandise displays, ensuring strategic placement of products in order to maximize purchases

Writer/Reporter

news paper-Bristow, OK

June 2018 to October 2019

Covered Creek County political events and news. Research and reported on five articles weekly. Provided photo editorials for speech edition's covering student activism

Medical Receptionist

Muskogee Creek Nation-Okmulgee, OK

May 2018 to January 2019

Filing bills and statements

Customer Service

Walmart-Bristow, OK

March 2012 to November 2017

Provided customers with a personalized, friendly, and efficient cashiering service, taking payments from customers via cash, credit, or checks, responsible for the accurate and timely allocation of cash, and helping to resolve customer complaints.

Education

High school diploma

Bristow High School

August 2010 to May 2014

Skills

- Senior Care
- Clerical
- Medical office experience
- Computer Operation
- POS
- Public relations
- Medical billing (1 year)
- Front desk
- Typing
- Retail Sales
- Caregiving
- Medical terminology
- Medical (2 years)
- Software troubleshooting
- Troubleshooting
- Bookkeeping
- Administrative Experience
- Customer service
- Communication Skills
- Microsoft Access
- Human resources

- Medical coding
- Copywriting
- Organizational Skills
- Writing Skills
- Customer Service
- AS400
- Sales
- CPR (4 years)
- Computer Networking
- Customer support
- QuickBooks
- Analysis skills
- People skills
- Medical Receptionist
- Journalism
- Accounting
- CPR, AED (4 years)
- Cleaning Experience
- Upselling
- Health care
- Home Care
- Vital Signs
- Google Docs (5 years)
- Research
- Front Desk (2 years)
- Microsoft Windows
- Leadership
- Cash Handling
- Remote access software
- Medical Records
- Help Desk
- Banking
- Epic
- Windows

Certifications and Licenses

CPR/AED

November 2022 to November 2024

Child and adult First aid cpr