

## **Yolanda J Carter**



### **Summary**

To maintain employment and success in a professional work environment.

### **Experience**

#### **REBOUND, Inc. Office Assistance**

Nov. 2018 to Present

Directed incoming phone calls. Supported files, including computer database. Provided information about establishments such as office locations, and services provided. Operated copiers, fax machines, printers, and phones. Signed in and directed visitors. Operated multi-line telephone, screen, and forward calls, providing information, taking messages, and scheduling appointments. Prepare activities for board meetings, and minutes, put reports together, and order lunch.

#### **Urban Seniors Job Programs, Louisville, KY**

May 2016 to Nov. 2018

Directed incoming phone calls. Maintained files, including computer database. Provided information about establishments such as office locations, and services provided. Operated copiers, fax machines, printers, and phones. Signed in and directed visitors. Operated multi-line telephone, screen, and forward calls, providing information, taking messages, and scheduling appointments.

Louisville, KY

Apr. 2006 to Aug. 2011

#### **Caretaker**

Helped with home organization tasks like paying bills, reading mail, and making calls. Administered bedside and personal care, such as ambulation and personal hygiene assistance. Performed healthcare-related tasks, such as monitoring vital signs and medication, under the direction of registered nurses and doctors. Transported clients to locations outside the home, such as physicians' offices and outings, using a motor vehicle. Planned and fixed appropriate meals. Transported patients to and from doctor visits, and personal appointments. Keep records of client care. Reported problems to nurses. I am experienced in working with the elderly, physically disabled clients, and hospice patients.

YMCA, Louisville, KY

July 1998 to Apr. 2006

#### **Site Director**

Worked with school-aged children and supervised counselors. General bookkeeping, accounting, data entry, and a scheduled meeting with counselors, parents, and teachers. Planned age-appropriately activities and trips, kept up the requirements mandated by state and licensing. Order food, toys, and supplies Maintain a safe, clean, fun environment for children to grow and parents to feel confident. Planned and implemented fundraising initiatives. Planned budgets.

### **Skills**

Bookkeeping, Budgeting, Customers Relationships, Data Entry, Fax, Fundraising, Microsoft Mail, Microsoft Office, Microsoft PowerPoint, Microsoft Word, Photocopier, Printers, Receptionist, Scheduling, Teaching, Typing

### **Certifications, and Professional Licenses**

Certificate: DataEntry10-Key, CommunityActionAgency, 1998; Louisville, Kentucky

Certificate: Microsoft word 1 & 2, Louisville Public Library, 2017; Louisville, Kentucky

**Education**

1991 Phillips College, Louisville, KY

**Associate in Applied Science (AA):** Medical Administrative Associate

**Course Work Completed:** Medical and office courses, **Activities :** externship: University Child Health Specialist