

MARK SMITH

Skills Summary

To obtain and maintain a job in Data Entry, Scanning, Copying, or Filing.

Education

Lawrence High School Lawrence, KS Diploma/May,2017

Unpaid Experience

Lawrence Memorial Hospital Project SEARCH Internships

325 Maine St. Lawrence, KS 66044 1(785)505-5000

Human Resources 11/27/2017-5/11/18

Pulled requested paperwork for new hires from folders and copied paperwork for accounting. Entered parking information on Excel for new hires. Pulled files, prepared them to be scanned and then scanned them. Assembled badges for new hires. Assisted with Education Department projects.

Undine 11/27/2017-2/9/2018

Filled drink orders on the tray line for patients. Filled and delivered orders for the nourishment rooms. Assisted with Meals on Wheels. Portioned food trays, operated the sealer machine, packed bags, and loaded the food truck with the packed bags. Job shadowed Guest Service Representatives who took meal requests for patients. Became familiar with the meal entry system on the iPad. Took orders for patients, stocked the tray line, and worked with the dish room.

Education 9/1/2017-11/10/2017

Learned the TEDS software, and used it to check the employees that were continuing their education certification. Used TEDS to run reports for the Education Director. Learned Camtasia to film and edit educational tutorials for hospital training. Attended classes taught by the Education Director – Meeting and Huddle Management, and Decision Making. Inventoried education classrooms and learning lab. Created inventory sheet on Excel. Labeled inventory with a label maker. Scanned documents and emailed them to the Education Director.

Materials Management 9/1/2017-11/10/2017

Labeled individual items for the correct handling. Pulled kits for Mother/Baby and delivered them to the supply closet. Pulled orders for departments, labeled items with delivery location and placed items on appropriate cart or shelf. Used large cart and elevators to deliver boxes to hospital departments.

Paid Experiences

Jefferson's

1540 Wakarusa Dr.

Lawrence, KS 66047

Dishwasher / March 2015 – March 2017

Washed dishes, sanitized silverware, cleaned kitchen, lined baskets, organized kitchen supplies and cooking tools, swept and scrubbed kitchen floors, cleaned sinks, hosed off mats and grease buckets, took out the trash and grease buckets.

The Big Biscuit

4821 W. 6th St.

Lawrence, KS 66049

Busser / January 2014 – December 2014

Bussed tables, wiped down and sanitized tables, organized dirty dishes to prepare them to be washed, steam cleaned the floors and bathrooms, took out the trash, swept the kitchen floors, wrapped silverware, responded to customer's questions and guided them in the right direction.

References

- Mr. Matthew Klein
1901 Louisiana St.
Lawrence, KS 66046
785-330-2680
mklein@usd497.org
- Mr. Rob Dobbins
1540 Wakarusa St.
Lawrence, KS 66047
785-430-7482
- Mrs. Christina Achten
(Former teacher)
571-208-9238