

Tia Motley

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I am looking seeking a position that will provide me with opportunities to learn and advance professionally.

Work Experience

Direct Support Professional (DSP)

Tangram - Indianapolis, IN

June 2016 to Present

Medical Assistance

Transferring

Cooking

Cleaning

Laundry

Lifting

Ensure Safety

Documenting Service

CPR Certification

Laundry Aid

Allisonville Meadows - Indianapolis, IN

April 2016 to June 2016

Responsibilities

Pick Up Soiled Clothes/Personal Clothes

Wash Linen

Dry Linen

Label Clothes

Pass Out Clean Linen

General Cleaner

Ems - Indianapolis, IN

February 2014 to January 2016

Responsibilities

Cleaning A Building

Taking Out Trash

Cleaning Bathrooms

Vacuuming

Dusting

Sweeping

Merchandiser

Macy's - Indianapolis, IN

September 2013 to June 2014

Responsibilities

Getting Items In Order And Ready For Customers To Come In.

Customer Service Representative

Xerox - Indianapolis, IN

January 2014 to April 2014

Responsibilities

Answering Inbound Calls

Make Payments

Medical Accounts

Helping Patients With Insurance

Customer Service Representative

Speedway - Indianapolis, IN

June 2013 to August 2013

Responsibilities

Ask Them What Kind Of Gas They Would Like, Cash Them Out, Stock Anything That Needs To Be Stocked, Clean Inside And Outside Of Building.

Cashier

Church's Chicken - Indianapolis, IN

March 2013 to June 2013

Responsibilities

Taking Orders, Filling The Orders, Cleaning Lobby, Making Sure Everything Is Stocked And Ready For Next Shift

Reciever

Amazon - Indianapolis, IN

December 2012 to January 2013

Receiver

Taking boxes off the line, take inventory, Sorting the different kinds of books

Education

High School Diploma

Atterbury Job Corps - Edinburgh, IN

2010 to 2011

Skills

Direct Care, Direct Support, Disability

Additional Information

Qualifications:

- Knowledge of Microsoft Word, Excel, Access, and PowerPoint
- Experience with filing Alphabetic, Alphabetic correspondence, Numeric, Subject, Geographic
- Know How to maintain a checkbook, register, reconcile a bank statement, compute gross pay, pay roll deductions and net pay, prepare invoices and record petty cash transaction
- Know how to use Scanners, printers, and fax machines
- Proficiency of Work station Management and Office Safety
- Knowledge of basic Business Math skills