

Diana Graham

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WORK EXPERIENCE

EDUCATION DEPOT, Indianapolis, IN

Toddler Teacher, May 2019-present (Full-Time)

- Oversee operation of the center in the absence of the Director.
- Conduct tours to prospective parents and visitors.
- Greet persons calling/entering establishment, determine nature of visit and direct them to specific location.
- Assist with instructing children in activities and teach basic skills, attend to their basic needs, establish and enforce routine, discuss with parents about their child's progress and needs.

Lowes Contact Center, Indianapolis, IN

Customer Service Rep/Sales Rep, July 2016 – May 2019 (Full-Time)

- Effectively builds credibility and trust with customers.
- Filing Complaints to the higher up management team.
- Take customer orders and cancel orders.

LCP TRANSPORTATION , INDIANAPOLIS, IN

Dispatch/Scheduler, August 2015 – Jul 2016 (Full-Time)

- Operate office equipment including fax machines, copiers, and phone systems. Use desktop PC for spreadsheet, word processing, database management, and other applications. Ability to type 52 wpm.
- Dispatching drivers to assist patients to doctor's appointments as well as taking patients to Dialysis treatments.
- Keeping appointments calendar up-to-date as well as the Appointment Scheduler.
- Answering calls from Anthem and MHS members to help with their scheduling needs.

Walmart, October 2013 –August 2015 (Part-Time)

Stocker/Cashier

- Stocking shelves , using pallet jacks to move freight.
- Scanning Inventory into the systems as the trucks dropped off to the stores.
- Operating cashier (able to scan 40 items in 1min).

INDIANA MENTOR, INDIANAPOLIS, IN

Direct Support Staff, Jul 2013 – Aug 2015 (Part-Time)

- Assists individuals with a disability to lead a self directed life
- Contribute to the community and encouraged person to interact with others.
- Arranging doctor's Appointments and care needs.
- Medication passing
- Managing patients files.

Integrity Staffing , Indianapolis ,In

Packer , Oct 2012 - Jan 2013

- scanning merchandise.
- sending the order down assembly line.

ResCare , Indianapolis In
Direct Support Staff , Jan 2013 - Jun 2013

- Assists with everyday learning activities.
- Doctor's visits
- Managing patients files.

EDUCATION

Hammond High School, Hammond, IN