

Visual Field Technician

August 2006 – January 2007

The Eye Center

Huntsville AL

- Acquainted all new patients with the office procedures
- Informed the patients of the purpose of all tests personally performed
- Obtained patient history to include chief complaint, history of present illness, past history (ocular and general), family history, and history of allergies and medication
- Understood and performed all Visual Field Testing
- Maintained a smooth flow of patients to the physician

Audio-Visual Circulation Student Assistant

January 2003 - December 2005

Audio-Visual Library/Freed-Hardeman University

Henderson TN

- Assisted patrons in locating and in using materials
- Shelved materials and kept area organized and cleaned
- Previewed video and audio materials as needed for the audiovisual cataloger
- Listened to CDs for quality

Interior Design Intern

May 2005 - August 2005

Lewisburg Paint Store

Lewisburg TN

- Assisted customers with selecting paint colors and color schemes
- Matched paint colors to specific fabrics or other paint samples
- Utilized knowledge of color pigments, mixed paint for customers
- Created custom framing, assisting customers with selecting matte board textures and colors and frame types

Administrative Support Personnel/Hostess

2003 - 2005

Kroger Company

Brentwood & Lewisburg TN

- Assisted the managers with their daily duties
- Advised managers of promotional items and advertised specials
- Handled employee files, salary reports, department reports, sales reports
- Conducted daily shelf reviews and store walk-throughs
- Received employment applications and hired employees
- Administered applicants with drug tests, background checks, and “new hire” information
- Compared competitors’ prices by visiting the surrounding competition
- Organized and promoted fundraisers, sales promotion activities, seasonal events, senior citizen days

Property Management Assistant

May - August 1999

David Kahn Real Estate

Montgomery AL

- Assisted prospective renters by handling their questions and concerns about rental properties
- Scheduled rental agents’ appointments and company meetings
- Managed client rental agreements and complaint paperwork
- Maintained company’s paper files
- Received and documented renters’ complaints about properties

SKILLS:

AutoCad, Design Home Suite, PhotoShop, Word, Excel, PowerPoint

IBM-compatible and Macintosh computers

Office management and data entry

Interpersonal and Communication Skills

Knowledge of medical and ophthalmic terminology

Freelance Photography

**HONORS &
ACTIVITIES:**

President's List

International Interior Design Association (IIDA), 2 years

Mission Trip to Birmingham, England June 12- July 10 2006

Church Summer Camp Counselor 2001-2006

Overseer of The Eye Center Christmas Charities 2006

INTERESTS:

Photography, crafts, drawing, fitness, and computers