

ROBERT SMITH

Diet Aide

Phone: (0123)-456-789 | Email: info@qwikresume.com | Website: Qwikresume.com

SUMMARY

Proactive, highly skilled administrative professional with over 5 years of hands-on experience in diverse business environments and customer service. Knowledgeable in current industry trends and technology. Experienced communicator and a team player.

CORE COMPETENCIES

Microsoft Office, IBM Analyst Notebook, Intelligence Studies, Emergency Management, Visual Basic, Competitive Intelligence, National Security.

PROFESSIONAL EXPERIENCE

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ABC Corporation - May 2007 – April 2010

Key Deliverables:

- Consistently provided friendly patient service and heartfelt hospitality.
- Promptly and empathetically handled patient concerns and complaints.
- Demonstrated integrity and honesty while interacting with patients, team members, and managers.
- Greeted patients and provided excellent customer service.
- Pleasantly and courteously interacted with patients.
- Maintained high standards of customer service during high-volume, fast-paced operations.
- Assembled food orders while maintaining appropriate portion control.

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Delta Corporation - 2003 – 2007

Key Deliverables:

- Patient communication concerning diet choices while admitted Comprehension of computerized meal charting using CBOARD Configuration of trays for .
- Prepare items according to written or verbal orders working on several different tasks simultaneously closely follow standard procedures for safe .
- Manage the food service process by initially collecting orders from hospital patients, after they review the menu; assist patients to clarify any .
- Diet aide 1, there we were required to take patients orders as well as deliver meal trays.
- Have been trained to take patients orders over the phone, as well as using other equipment such a palm pilot.
- We are required to perform to certain guidelines while taking and delivering orders to patients.
- Before I left Presbyterian I was mainly on the phones with patients, taking their meal orders and making sure that their specific diets are up to .

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EDUCATION

- Associates in Business Administration/ Medical Assistance - (Anne Arundel Community College - Severna Park, MD)