

Transportation Aide/Analyst

ROBERT SMITH

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Objective

To bring to your organization enthusiasm, dedication, responsibility, and good work ethics, combined with a desire to utilize working unsupervised and a strong ability to complete goals and tasks in a timely manner.

Skills

Proficient In Microsoft Word, Power Point, And Computer.

Work Experience

Transportation Aide/Analyst

ABC Corporation - April 2010 - February 2012

- Accountability for scheduling and transportation for residents at the rehabilitation center.
- Physically accompany residents to appointments and advocate for their medical needs.
- Provide medical synopsis to a resident in user-friendly terms.
- Ensure that physicians complete consultation sheets and notes recommendations.
- File medical records -Perform administrative secretarial duties as assigned -Perform central supply duties.
- Ensure dental and vision appointments are scheduled.
- Interface with the residents family members for continuity of medical care.

Transportation Aide/Analyst

Panama-Buena Vista Union School District - 2008 - 2010

- Supervise students on the bus for safety purposes.
- Insure that safety equipment is used and in place for students use.
- Attend to any special needs that may occur including student behavior and medical attention.
- Also assist driver to make sure all children are not left on the vehicle.
- Skills Used I demonstrated Supervision, communication and assistance skills to staff and students.
- This is Dummy Description data, Replace with job description relevant to your current role.
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Education

BS