

Patricia A. Barnes

1508 Nash Street NW, Wilson, NC 27893

252-366-4187 - cell

patriciabarnes618@gmail.com

Dear Sir or Madam,

I am currently seeking full or part-time employment. As my resume indicates, I have a diverse background in both employment experience and education. I am always willing to pursue further training and education. I am confident that my combination of work experience and solid educational experience has prepared me for making an immediate contribution to your company

I am sure my services would be useful to you and if you agree upon reviewing my qualifications, please contact me at your convenience.

Thanking you most sincerely for your time and consideration.

Cordially,

Patricia A. Barnes

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Experience

Med Tech. Supervisor

May 2007 – July 2008

Parkwood Village Assisted Living

1730 Parkwood Boulevard West, Wilson, NC 27893, 252-237-5090

Medication Technician for ordering and passing out medications. Assisted in activities of daily living and took vital signs of residents.

Data Entry Clerk

February 2004 – May 2007

Aycock Auto Auction

318 Bagley Road, Kenly, NC 27542, 919-284-4052

Handle computer input and output vehicle registration. Responsible for gathering information and paper work for dealers.

Patient Care Coordinator

June 2003 – February 2004

Miracle Ear

1100 N Wesleyan Boulevard, Rocky Mount, NC 27804, 252-443-4399

Answer phones, telemarketing, creating and keeping up with files of patients, both new and old.

Customer Service Representative

February 1999 – February 2002

Sears Marketing Center

2080 Brentwood Street, High Point, NC 27263, 336-883-9600

Answered incoming calls, assisted customers regarding problems with their maintenance agreements on appliances.

Substitute Teacher

September 1997 – February 1998

Nash County Schools

8967 Cedar Grove School Loop Road, Nashville, NC 27856

Substitute for grades K-12 on several subjects, also worked with Special ED students.

Education

Gerontology, “Person-Centered” Dementia Care Program

2008

Barton College

400 Atlantic Christian Cllg. Northeast, Wilson, NC 27893

Medical Technician

2007

Pitt County Community College

Highway 11 South, Greenville, NC 27834

Phlebotomy, First Aid and CPR

2004

Wilson Technical Community College

902 Herring Avenue East, Wilson, NC 27893

Certified Nursing Assistance 1

2001

Guliford Technical Community College

2007 Yanceyville Street, Greensboro, NC 27405

Effective Teacher Training Certification

1997

Wilson Technical Community College

902 Herring Avenue East, Wilson, NC 27893

Windows 95 Course Certification, Notary Public

1995

Wilson Technical Community College

902 Herring Avenue East, Wilson, NC 27893

High School Diploma, Certified Nursing Assistance 1

1993

Johnston Community College

1240 East Market Street, Smithfield, NC 27577

References available upon request. – Letters of reference can be viewed at: <http://patriciasisco.angelfire.com/>