

(Functional Resume)

Truman T. Tiger

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PROFESSIONAL SUMMARY

Transitioning professional, with strong ability to listen, guide, and communicate. Aspire to combine my natural empathy skills with strong educational background to provide emotional support for families and encourage optimum development for children facing challenging experiences.

CORE COMPETENCIES

Supervision: Trained approximately 15 co-workers in specialized computer software to aid in job transition

Rapport: Natural skill with setting people at ease, displaying empathy, and listening to clients of all diversities

Communication: Specialize in building relationships with children and their families for purpose of advocacy

Mentorship: Explained policy and procedural changes and offered general counseling assistance to staff

Process Improvement: Able to break large assignments into smaller tasks skillfully and efficiently

Adaptable: Quick learner and can manage multiple tasks simultaneously

EDUCATION

Bachelor of Health Science in Health Science

Anticipated Graduation: May 2015

University of Missouri, Columbia, MO

Emphasis: Child Advocacy

RELEVANT COURSEWORK

Early and Middle Childhood, Health Literacy and Behavioral Compliance, Intro to Research Process & Evidence Base, Public Health Core Competencies

COMPUTER SKILLS

Microsoft Word, Excel, Outlook, PowerPoint, Access, Publisher, Photoshop

VOLUNTEER EXPERIENCE

Village Healing, LLC, Columbia, MO (October 2013)

- Assisted and observed children with allergies and other health issues for Anita Job, R.N., B.S.N., in her holistic practice
- Interacted with children through play and conversation to develop trust and rapport
- Communicated with parents about Reiki treatments and benefits for children

CERTIFICATIONS

Certified Reiki Practitioner (July 2013)

- Certified by Master Reiki teacher Cindy Williams

WORK EXPERIENCE

Accountemps, Accounts Payable, Columbia, MO

June 2013-Current

John A. Marshall Company, Accounts Payable, Columbia, MO

September 2012-June 2013

HMC/CAH Consolidate, Inc., Health Care-Accounts Payable, Columbia, MO

October 2011-March 2012

Gentiva Health Services, Health Care-Accounts Payable, Columbia, MO

September 2010-October 2011

Contract Work, Accounts Payable, Columbia, MO

March 2009-September 2010