

YAKIRA STEEN

Tallahassee, FL
yakira.steen@yahoo.com
8502421755

References:

Shannon Norton, of Mcdonald's in Lamont, FL 850-242-1149 (former manager)
Jasmine Wooten, of Mcdonald's in Lamont, FL 850-901-8516 (former supervisor)

#readytowork

Authorized to work in the US for any employer

WORK EXPERIENCE

Pet Care Associate

At Home Veterinary Care - Tallahassee, FL
March 2020 to Present

Filling patient prescriptions, Performing X-Rays, Client relations, Nursing Hospitalized Patients, Analyzing lab specimens, Performing postpartum care, Assisting with surgeries and Euthanizations, Collecting urine and fecal specimens, Client Relations, Sanitizing and wrapping surgery packs, Scheduling appointments and surgeries, Assisting with house calls, Restraining patients, Performing routine labwork and administering fluids. I also have experience with performing routine dentals as well.

Resident Care Aide

Canterfield of Tallahassee - Tallahassee, FL
January 2020 to July 2020
Patient care

Kennel Technician/ Veterinary Technician Trainee

Northwood Animal Hospital - Tallahassee, FL
March 2019 to March 2020

Boarding animals such as dogs, cats and birds. Following OSHA standards of disinfecting and sanitizing all contaminated materials. Bathing, anal gland expression and nail clippings. Properly disinfecting soiled laundry and bedding from the hospital and boarding house. Assisting technicians with surgeries and examinations. I have experience with doing vitals, medical equipment sterilization, and free catch fecals and urine samples. I am proficient in Cornerstone as well as QuickBooks.

Housekeeper/Laundry

Holiday Inn Express - Tallahassee, FL
August 2018 to August 2019

Crew Member

McDonald's - Lamont, FL
March 2016 to May 2018

Cashier, Food Prep, Grill Cook.
Telephone Number: 850-997-2247 (Keisha Gardner, supervisor)

Kennel Technician

North Florida Animal Hospital - Tallahassee, FL
July 2017 to November 2017

Boarding animals such as dogs, cats and birds. Following OSHA standards of disinfecting and sanitizing all contaminated materials. Bathing, anal gland expression and nail clippings. Properly disinfecting soiled laundry and bedding from the hospital and boarding house
Telephone number: 850-385-5141

Caregiver/Personal Assistant/Housekeeper

Healing by Nature Senior Care - Tallahassee, FL
November 2016 to July 2017

Cleaning the homes of the elderly, assisting with food preparation, and washing clothing.

Cashier/Customer Service

Winn Dixie
November 2014 to July 2015

I worked as a Stocker. I unloaded merchandise from trucks and then stocked it onto shelves as well as removing expired products from shelves. I was also trained in Customer Service.
Telephone Number:850-997-2247

Housekeeper

Super 8 by Wyndham - Lamont, FL
March 2012 to July 2014

Cleaning and sanitizing rooms, doing laundry, customer service.

Crew Member

McDonald's
2012 to 2014

I worked as a cashier, while I also took orders, did food preparation and cleaned as well. I was also a grill cook.
Telephone Number:850-997-2247 (Shirley Hicks supervisor)

EDUCATION

High school or equivalent

Jefferson County Middle/High School - Monticello, FL
2009 to 2013

Associate's degree in General Studies

Southern Regional Technical College - Thomasville, GA

SKILLS

- Microsoft Office, Cash Handling, Stocking, Cleaning, Operation of Manual Pallet Jack, Food Preparation, Customer Service (4 years)
- CNA Training Class (Less than 1 year)
- Animal Care
- Cleaning
- Time Management
- Organizational Skills
- Receptionist
- MS Office
- Filing
- Veterinary Technician Experience
- Meal Preparation
- Laundry
- Kennel Experience

AWARDS

Certificate of Completion-Getting Ahead Program from Community Action

June 2017

Went through and completed a class providing information on how to escape poverty, the hidden rules of class and job skill building.

CERTIFICATIONS AND LICENSES

Nursing Assistant temp

April 2020

ASSESSMENTS

Veterinary Technician — Proficient

November 2019

Providing medical care to animals in a veterinary setting.

Full results: [Proficient](#)

Reliability — Expert

August 2019

Tendency to be dependable and come to work.

Full results: [Expert](#)

Night Auditor (Hotel) — Expert

November 2019

Selecting hotel rooms based on verbal requests and identifying errors in hotel data.

Full results: [Expert](#)

Reliability — Expert

August 2019

Measures a candidate's tendency to be dependable and come to work.

Full results: [Expert](#)

Retail Cash Handling — Proficient

July 2019

Calculating retail transactions and knowing cash drawer policies and procedures.

Full results: [Proficient](#)

Customer Focus & Orientation — Highly Proficient

August 2019

Responding to customer situations with sensitivity.

Full results: [Highly Proficient](#)

Reliability — Expert

April 2019

Measures a candidate's tendency to be dependable and come to work.

Full results: [Expert](#)

Food Safety — Proficient

April 2019

Knowledge of proper food handling, storage, and equipment use for preventing the spread of foodborne illness.

Full results: [Proficient](#)

Personality: Hard-Working — Proficient

April 2019

Measures a candidate's tendency to be rule-abiding, well-organized, hard-working, confident, and think before acting.

Full results: [Proficient](#)

Part Time Administrative Assistant — Completed

July 2019

Excel knowledge including common tools, PivotTables, conditional & nested formulas, and custom visuals.

Full results: [Completed](#)

Attention to Detail — Proficient

November 2019

Identifying differences in materials, following instructions, and detecting details among distracting information.

Full results: [Proficient](#)

Home Health Aide Skills — Highly Proficient

March 2020

Providing care to patients in a home setting.

Full results: [Highly Proficient](#)

Nursing Aide Skills — Proficient

March 2020

Providing nursing aid to patients using knowledge of relevant equipment and procedures.

Full results: [Proficient](#)

Indeed Assessments provides skills tests that are not indicative of a license or certification, or continued development in any professional field.

ADDITIONAL INFORMATION

I am a fun, easy going person. I work well as a leader and equally as good as a team player. I am great when it comes to customer service because I am a people person and know that the customer is always right.