**MIA R. WALKER**
1623 Holden Ave Newport, AR 72112

Cell phone: 870-217-5830

Home phone: 870-217-5826

E-mail: mwalkernhs@yahoo.com

**PROFILE:**

Progressively responsible experience in the strategic areas of administrative operations and customer service. Excellent organizational, research, and communication capabilities with demonstrated ability to prioritize tasks, meet time-sensitive deadlines, and work independently to achieve goals.

**EMPLOYMENT HISTORY:**

**Harris Hospital** May 2011-present

Housekeeping Newport, AR

* Clean registration and ER along with patient rooms
* Deliver linen to all the major stations that needs it

**US Toy Company** August 2010-March 2011

Order Entry Grandview, MO

·         Started off in the marketing department

·         Placed orders over the phone for customers

·         Learned the receptionist job and seasonal supervisor

**Department of Treasury** March 2010-April 2010

Mail Clerk Kansas City, MO

•          Put the 1040 tax returns in two separate piles. One for refunds and one for no refunds

•          Checked the year, to make sure it was current, and checked that the tax return was a 1040.

**Hickman Mills School District** September 2009-October2009

Records Clerk Kansas City, MO

•          Requires responding to employees, co-workers and superiors in a cooperative and constructive manner; requires proving support to other department personnel by responding to requests for information and assistance; requires facilitating a respectful, friendly atmosphere in the workplace.

•          Uses office machines and software. May require filing.

**Land O Frost** April 2008 - December 2008

Tray loader/ Packer Searcy, AR

•          Tray loaded different types of lunch meat for packaging to be shipped, packed the meat into containers for shipping

•          Reads charts to determine amount and kind of foods and supplies to be packaged

**Durham School Services** September 2007 - March 2008

Bus Monitor Kansas City, MO

•          Directs loading of students on bus to prevent congestion and unsafe conditions and rides school bus to prevent altercations between students and damage to bus.

**Wilson and Bennett** September 2006 - May 2007

Telemarketer Searcy, AR

•          Contact businesses or private individuals by telephone in order to solicit sales for goods or services, or to request donations for charitable causes. And obtained customer information

**EDUCATION:**

**Newport High School** August 2002 - May 2006

High School Diploma Newport, AR