

Ruth Matondo

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OBJECTIVE

To obtain a secure career that will enable me to grow professionally, and to utilize my strong organizational skill in customer service, sales and health care background for the betterment of the organization with the best use of my strong analytical, comprehension and time-management skills, dedication, determination and resourcefulness.

EDUCATION

Chattahoochee Tech College, Atlanta, Georgia

January 2016 to Present

I'm attending (RN) Register Nurse

Cumberland Medical Institute, Marietta, Georgia

June 2016 to July 2016

Successfully complete CNA program and pass the state exam

EXPERIENCE

Patient Care Technician

AG Rhodes Health and Rehab, Marietta, GA

May 2017 to Present

- Performing assigned patient care and observation duties under registered nurse and LPN
- Preparing room for receiving patients
- Taking vital signs
- Assisting patients with activity of daily living as grooming and personal hygiene
- Performing range of motion exercises
- Reporting patients conditions to RN or LPN
- Making sure the patients room is clean and neat

Manager

Every Day Home Care, Kennesaw, GA

May 2016 to May 2017

- Plan, organize, direct and evaluate operations to ensure the provision of adequate and appropriate care and services.
- Ensure Agency is in compliance with all applicable federal, state, and local laws and regulatory agencies.
- Be responsible for fiscal planning, budgeting and management of operations in accordance with established fiscal parameters
- Implement governing body directives and ensure that appropriate service policies are developed and implemented Recruit,
- Employ and retain qualified personnel to maintain appropriate staffing levels Establish and maintain effective channels of communication.

Manager

Restaurants Sabor do Brazil, Marietta, GA

May 2014 to January 2016

- Answered inbound calls from customers who were inquiring about their credit card bills
- Followed up with customers who are experiencing issues their bill payments and resolved the issue
- Followed up with customer requests
- Educating customers on different plans we offered
- Assisted customers with the activation and deactivation of services

Assisted customers who are facing difficulties understanding the different plans and benefits

VOLUNTEER

Church Manager and E-kids Teacher

Excel Church, Atlanta, GA

December 2013/Present

SKILLS

- Communicates effectively in French, Spanish and Portuguese.
- Abilities to Performs multi-tasks as well by using, MS Office, Healthcare Management Database and quick book payroll.