

Rusti-Lena Ramsay

Longview, TX 75602

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Authorized to work in the US for any employer

WORK EXPERIENCE

Contract Secretary

Tommy's Wholesale-Shreveport, LA- December 2016 to April 2017

Input all vehicles into database
Keep track of all profits and losses
Write out a weekly report

Director of Sales

Candlewood Suites - Longview, TX - August 2015 to October 2016

Develop, initiate, implement and manage sales and marketing of the hotel
Prospect new accounts and maintain relationships with current accounts
Review market analyses to determine customer needs, price and discount rates

Receptionist

Fountain of Youth Salon and Day Spa - Longview, TX - April 2015 to September 2015

Answer phone calls in a timely manner
Make schedules and appointments for hair stylists
Assisted in the opening and closing of the salon
Cleaned and maintained the lobby and waiting area

CNA/Caregiver

Comfort Keepers - Longview, TX - January 2014 to August 2014

Complied with HIPAA standards in all patient documentation and interactions.
Assisted residents with activities of daily living including helping with meals, transferring using assistive devices, bathing, dressing and grooming.

CNA/Caregiver

Comfort Keepers - Longview, TX - January 2014 to August 2014

Complied with HIPAA standards in all patient documentation and interactions.
Assisted residents with activities of daily living including helping with meals, transferring using assistive devices, bathing, dressing and grooming.

CNA

Highland Pines Nursing and Rehabilitation Center - Longview, TX - July 2012 to October 2014

Complied with HIPAA standards in all patient documentation and interactions.
Assisted residents with activities of daily living including helping with meals, transferring using assistive devices, bathing, dressing and grooming.

Receptionist/Title Clerk

Elliott Auto Group - Mount Pleasant, TX - January 2012 to July 2012

Answered, screened and directed inbound phone calls.
Handled delicate situations, such as – customer requests, special needs and complaints.
Maintained a neat, tidy and pleasant appearance of the reception area.

EDUCATION

Certification

Kilgore Cosmetology

SKILLS

Good problem solver, team player, valid driver's license, bilingual in Russian, strong written and verbal communication skills

Microsoft Office, Holidex, Merlin (1 year), DealerCenter