

# Linda Morgan

Vero Beach, FL 32967

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I am interested in working for a company to grow with, I have many skills, I am dependable and also I have dependable transportation, I will work almost any hours..

Willing to relocate to: Tampa, FL - Orlando, FL - Broward, FL

Authorized to work in the US for any employer

## WORK EXPERIENCE

### Receptionist/Tax Preparer

TAX USA GROUP - Vero Beach, FL - April 2014 to December 2014

Greeted customers, data entry, filing, printed checks, answered busy phones, some tax preparations.

### Clerical Support

donadio & associates - Vero Beach, FL - June 2014 to July 2014

Answered phones and filing, mail correspondence.

### CSR/Examiner

TAX COLLECTORS OFFICE - Vero Beach, FL - September 2013 to February 2014

Renewed licenses, registrations, titles, data entry, property taxes, road testing

### Administrative Assistant

Habitat For Humanity - Vero Beach, FL - July 2013 to January 2014

Screened clients, set appointments, PowerPoint, conducted orientations, processed applications, made calls to applicants.

### Caregiver/Companion

Southeast leasing personnel - Vero Beach, FL - February 2010 to September 2013

Assisted with personal care, showers, dressing, prepared light meals, light cleaning, shopping and transporting, escorted client on trips, also assisted with activities.

### Sales Associate

Macys - Vero Beach, FL - October 2009 to December 2009

Assisted customers with sales, straightening merchandise, opened and closed register, inventory.

### Receptionist/PBX Operator

Janie Dean Chevrolet - Vero Beach, FL - October 1997 to October 2006

Greeted customers, answered busy switchboard, some cashiering, processed tags, data entry.

## EDUCATION

### Home Health Aide

red cross - Vero Beach, FL

2002 to 2002

**business administration**

florida memorial college - Miami, FL

1983 to 1985

vero beach senior high school - Vero Beach, FL

1981 to 1983

**SKILLS**

excel (2 years), microsoft word (4 years), powerpoint (Less than 1 year), Interviewing/Screening (2 years), Orientations (3 years), busy switchboard (8 years), internet and social media maneuvering and info for Community (5 years)

**CERTIFICATIONS****Home Health Aide**

April 2002 to Present

Personal care, light cleaning, assisting client with dressing, prepares light meals, transporting to and from appts, shopping.

**GROUPS****Progressive Civic League**

February 2012 to Present

Community Activist

**C.O.P.E**

March 2012 to Present

Secretary, citizens sharing concerns in the Community.

**19th circuit board of Juvenile Justice/ parent of a youth**

April 2014 to Present

Making decisions on behalf of the juvenile justice system.