Kimberly Emmons

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2. Once installation is complete, **restart Word.**
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For any issues or questions, please visit the [Easy Submit installation support page](http://r.office.microsoft.com/r/rlidEasySubmitHelp?clid=en-US).

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(870) 408-2330

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Work Experience

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| --- | --- |
| Consolidated Youth Services | May 2001-April 2012 |

Direct Care Worker/Administrative Assistant/Weekend Transporter

* I have held three different titles in eleven years. As a direct care worker, I supervised teenagers in a facility that houses youth in need of shelter or court ordered to the facility. While being an administrative assistant, I answered the phones, did reports in a timely manner, I prepared kitchen for inspections from the Dept. of Health. I worked with programs such as, Microsoft Word, Excel, and Outlook. I worked with computers, printers, and fax machines. Scheduled staff to come into work. I taught classes of my peers, the importance of kitchen safety. Currently, I hold the title of Weekend Transporter. I go to jails all over the state to pick up juveniles to transport them to CYS for shelter and court order their by judges.

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| --- | --- |
| Company Name | June 2005-January 2012 |

Program Assistant

* I went through six week program to become a Social Service Aide (Program Assistant). The certificate allows me to teach Active Parenting and Budgeting to families with their children in foster care. I transported families all over the state of Arkansas for visitations, doctor appointments, and Pace Evaluations. I went into families homes to drug screen and monitor family homes for cleanliness. I worked in Microsoft Word, Excel, and Outlook. I typed letters and correspondences to families, other agencies, and attorneys. I document interaction with my clients upon completion in a timely manner. I worked with computers, fax machine, printers, calculators, and scanners**.** Testified in court on the families I worked with as needed.

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Education

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| --- | --- |
| Crowleys Ridge College I have twelve hours toward my basics.Black River Technical I have enrolled to being school in August to being working toward my nursing degree. |  August 1992 |

Skills

* I have worked with Microsoft Word, Excel, and Outlook. I can work with fax machines, copy machines, and scanners
* I have GPS and I’m very literate in finding my way around unfamiliar areas. I’m a self-starter and need little to no supervision.