

Brandy Kathken Evans

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Professional Summary

I have been a stay-at-home mom since November 2008. I am ready to go back to work. I am looking for a remote full or part time data entry position, Chat live & Email support service. I am a trustworthy and dependable person who would complete tasks in a timely manner. I have more than 15 years of customer service, 8 years of Office Manager Assistant (non-phone), I do learn quickly and have a positive attitude and work with employees or alone.

Experience

Office Manager Assistant | American Cleaners | 01/2000 - 11/2008

- Duties included inventory assessment, letter programs, handling money transactions, filing legal documents, billings, update employee's application and making errands for office supplies.

Habilitation Specialist Level 3 | Edu Care | 12/1998 - 12/1999

- Taught and assisted clients with developmental disabilities and mental illnesses basic living skills to improve their ability to become independent via using programs. Resident Director s assistant to enter data on habilitation programs and medical records.

Home Manager Consumer Specialist | VOCA Corporation | 08/1997 - 12/1998

- Supervised and trained staff interviewed and scheduled staff and in service meetings, Habilitation programs, Finance management, Medical Dietary and Physical Environment. I worked with consumers with developmental disabilities and mental illnesses.

Supervised Apartment Living Program Instructor | Goodwill Industries | 06/1997 - 07/2000

- Supervise apartment complex residential setting by providing daily instruction living skills. I worked with five deaf clients and six hearing clients with developmental disabilities.

Floater Associate | Dandy Cleaner and Laundry | 05/1989 - 08/1997

- Duties included pressing clothes, handling all money transactions, providing customers service, delivering and routing company goods.

Education

UNC-Charlotte Bachelor of Social Work degree with a minor of Biology in year of 1996 of December