

Hello

I am Tatum Tutt

6036 Neil Brown rd.

Harlem GA, 30814

706-533-1066

watercup45@gmail.com

Skills

- ☐ Active listening
- ☐ Customer and personal service
- ☐ Time management
- ☐ Critical thinking
- ☐ Persuasion
- ☐ Bilingual speaking
- ☐ Good public speaker
- ☐ Service oriented
- ☐ Reading comprehension
- ☐ Building and engineering knowledge
- ☐ Strong reading and math skills
- ☐ Experience with technology
- ☐ Physical strength in endurance
- ☐ Dexterity and hand eye coordination.
- ☐ Knowledge in healthcare
- ☐ Vital sign skills

Experience

August 2021 – February 2023

Red Lobster, Augusta, GA – server

- Greet guests, explain the menu if they are new to the restaurant, and present them with menus if they are needed and take orders.
- Monitor food preparation methods, portion sizes, and garnishing and presentation of food to ensure that food is prepared and presented in an acceptable manner.
- Investigate and resolve complaints regarding food quality, service, or accommodations
- Perform some food preparations or service tasks such as cooking, clearing tables, and serving food and drinks when necessary.
- Perform some cleaning duties such as sweeping, mopping clean bathroom to make sure they are clean and washing dishes, to keep equipment and facilities sanitary
- Set up dining areas for meals and clear the following meals

- Brew tea, and fill containers with requested beverages
- Clean and organize eating, service, and kitchen areas
- Communicate with customers regarding orders, comments, and complaints
- Closes restaurant with the rest of employees and opens restaurant with the rest of employees.
- Provided a positive customer experience with fair, friendly, and courteous service.
- Learned all the items on the menu to be able to explain every item if the customer was interested.

June 2022- July 2023

FriendlyCare Companion, Martinez GA- *Home healthcare provider*

- Displayed strong clinical skills in assessing vital signs, aiding with ADLs, provided assistance with patient's exercises given to them by a doctor.
- Reserved patients' dignity and minimized discomfort when carrying out duties such as emptying drainage bags, bathing, grooming and rehabilitation.
- Maintains professionalism between me and client and has shown to have a excellent satisfaction rate for communication skills between patients, families and nurses.
- Monitored client's conditions and reported changes in behavior, appearance, and physical ability to do every day activities.

March 2023- present

Stevens Park Health and Rehab, Augusta GA –*Certified Nurse's Assistant*

- Assisting patients with activities of daily living, such as meal delivery and bedpan application
- Assisting patients and ensuring their hygiene
- Recording and monitoring of patient vital signs
- Providing patients with general adjunct care
- Answering calls from patients and making sure they're as comfortable as possible.

September 2019- March 2020

Panera Bread, Grovetown GA- *front of house, cashier, food preparer*

- Resolved customers issues and answered questions.
- Rung customers food up, and sometimes served it to them when it was ready
- Provided a positive customer experience with fair, friendly, and courteous service.
- Learned all the items on the menu to be able to explain every item if the customer was interested.
- Maintained order of counter, displays, tables, and washrooms

- Prepared the best possible sandwiches and soups and salads.
- Kept the kitchen clean and always made sure dishes never piled up.
- Closed restaurants with the employees and sometimes opened the restaurant as well.

May 2020- June 2021

Tutt contracting Inc. – *contractor, clerical worker*

- Operated a wire and cardboard bailer
- Educated in driving a Bobcat, MiniX
- Oversaw and managed the construction of a building.
- Managed materials, workers, and equipment needed for a jobsite
- Maintained order in the warehouse where the company is located.
- Ensured safety regulations were always followed
- Kept accurate financial records
- In the office I edited emails, sent emails, and ran errands for the company
- I answered the phone scheduled appointments, and helped people get containers
- Filled out job applications for the job.

Education

graduation date-May 2020

Harlem high school, Harlem GA

Expected graduation date- 2026

Augusta university, Augusta GA

- Major- Pre nursing

Graduated 2022- **Breath of Life Training LLC.**

- CNA certified

Awards

- ☐ Volunteer, Augusta University
- ☐ Volunteer, Columbia County choral society
- ☐ Volunteer, Augusta Opera
- ☐ Private Pesticide Applicators License
- ☐ CPR/ AED Certified
- ☐ CNA Certified