

India Davis

Brandon, FL 33511

Indiadvs1985@gmail.com

+1 843 277 5922

I am seeking new challenges with the opportunity to join a growing organization to learn and utilize my current skills

Work Experience

Material management

Yara International - Tampa, FL

January 2023 to Present

Handling confidential records, for Yara International demonstrating the ability to multi-task with accuracy. Provides strong analytical skill and knowledge based common-sense approach. Ability to resolve complex logistical and operational issue. Posting batches , responding to emails, filing, mailing invoices updating accounts, entering information handling shipments, and making corrections in SAP4 system

Collection Specialist

Carolina Healthcare - Remote

July 2022 to Present

Processing payments on past due medical bills bringing accounts current , setting up payment plans and refunds

Monitoring accounts and verifying insurance

Resolving billing and credit issues

Certified Nursing Assistant

Imperial Health - Tampa, FL

May 2022 to November 2022

Long term facility care, assisting, elderly , dementia and psych patients

Charting meals, intake, and output

Answering calls, transporting and updating charts

COVID-19 Tester/ Scheduling/Lead

Modican Medical - Tampa, FL

August 2021 to May 2022

Collecting specimens ,Registering and updating patients information into testing website

Inventory on purchases for ppe equipment

Scheduling patients and appointments for covid testing

Lab resulting to determine signs of positive or negative test results

Inputting documents in testing site to ship covid 19 batches and signing off pay slips for police officer

Material Coordinator

Boeing - Charleston, SC

December 2019 to July 2020

Verifying, and ordering parts

Reporting discrepancies and damages Inspecting equipment, verifying bar codes

Stocking and assembling tool kits

Locating and transporting parts using computer software , and required safety equipment.

Collection of licenses for each tool using Velocity, KITS, and EXCEL databases

Production Control Clerk

Naval Weapon Station - Goose Creek, SC

November 2016 to May 2019

Input daily employee time/reconcile timesheets.

Organize and file log books, scan and update information on BII, 2404, pertaining to equipment in multiple systems using AWRDS Update, print, add and close Faults, on BII's

Positive control over packets, verifying equipment movement orders. participate in uploads and download APS-3 vessels

Inventory and tracking of equipment using PDA Scanner printing labels and applying to equipment

Import and exports data within the Army War Reserve Deployment System (AWRDS).

Create standard custom reports and spreadsheets

Create work orders, verify transportation documentation, utilize radio frequency

High volume production, consumption of material, quality control and Inspecting military vehicles

Loan Advisor

Go Financial - Mesa, AZ

January 2016 to October 2016

Provided excellent customer service to customers who needed assistance, meeting their contract due to unexpected financial obligations

Contacted accounts that are 90-120 days past due, to assist in bringing accounts current

Payment processing for car payments /and payoffs AP/AR handling

Receivables Finance

Verizon Wireless - Charleston, SC

October 2013 to November 2015

Collect payments from customers with high usage accounts

Correct and dispute charges on account local and International using strong customer service

Process payments with credit card or ACH payments

Production/Forklift Operator/Security

Alcoa Mt. Holly - Goose Creek, SC

August 2012 to October 2013

Dispatching trucks , and patrolling the premise

CNC Machine Operator making of metal

Banding,printing out tickets , banding transportation and wrapping metal uploading and downloading trucks

Administrative Assistant

Hamilton Bail Bonds - Moncks Corner, SC

April 2009 to July 2012

General administrative and clerical duties
Handle all company correspondence incoming/outgoing, manage a time effective schedule
Responsible for company documents
Answering phones while meeting the needs of clients
Assisted with inventory supplies and equipment
Loan processing/bookkeeping for inmates
Credit card handling and ACH processing payments

Education

Medical Billing and Coding

Patch career institute
2019

Associate in Nursing

Trident Technical College
2007

Certifications and Licenses

EKG Certification

CNA

Phlebotomy

March 2006 to May 2006