

Demetrice Phillips

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(901) 474-9231

Professional seeking opportunity to utilize and enhance my skills; as well as acquire a challenging position within your organization.

Willing to relocate: Anywhere

Authorized to work in the US for any employer

Work Experience

Tax Preparer

Self Own Business - Memphis, TN

November 2005 to April 2019

Gathered documents from clients in order to account for annual salary/income & tax owed to federal & state. Specialized in self-employment, itemization, & tax deductions. Prepared & filed 1040EZ, 1040A, Schedule C, etc

Housekeeper

LUTHERAN VILLAGE - Memphis, TN

June 2016 to December 2017

Provided cleaning & sanitation for independent living residents throughout the community.

Medical Driver/Assistant

Tennessee Carriers, Inc/ Medic Transportation - Memphis, TN

February 2015 to March 2017

Followed daily manifest from dispatch to transport clients to & from medical facilities; which required limited assistance onto/off medical vehicles, such as; wheelchair vans, & 15 passenger. (F) endorsement was obtained

Tax Preparer

Star Tax Services LLC - Memphis, TN

December 2009 to April 2016

Same as above self-employed tax services. As well as, manage district office over other tax preparers.

Caregiver/Personal Assistant

SENIORCARE - Memphis, TN

August 2009 to April 2015

Assisted in providing in/out home care to clients with limited mobility. Insured clients safety & wellbeing during daily tasks such as; bathing, dressing, changing, grooming, feeding both mouth & tubal. Prepared meals, cleaned/sanitized household, laundry, & setup daily/weekly medication reminders. Transported patients to/from doctors appointments, & routine daily outings.

Caregiver/Personal Assistant

Private Duty In-Home Care - Memphis, TN
January 2008 to April 2012

Provided assistance to patients with limited abilities to perform daily inside/outside tasks independently. Consisted of bathing, dressing, lifting, etc. Household chores such as preparing meals, cleaning house, & laundry. Weekly prep for medication provided by doctor & ensure client took their medication on schedule. Transported to/from doctors appointments.

Housekeeper

TREZEVANT MANOR - Memphis, TN
August 2006 to June 2009

Ensured clean & sanitation to residents throughout community. Cleaned bathrooms, dusted furniture, dispose of garbage, & dust mop

Guest Service Representative/Night Auditor

Hampton Inn/ Courtyard by Marriott - Memphis, TN
June 2003 to 2007

Check guest in/out of hotel. Made reservations. Switchboard phone calls, transferred calls, set up wake-up calls for guest. Gathered occupancy from surrounding hotels. Ran daily, weekly, & annual reports. Balanced daily accounts. Closed out shifts

Housekeeper Supervisor/ Front Desk Clerk

Hampton Inn and Hampton Inn & Suites - Memphis, TN
February 1997 to 2005

Ensured self & other housekeepers provide clean & sanitation to rooms & lobby throughout hotel. Hotel products inventory. Made schedule & payroll for housekeepers. Promoted to Front desk with above duties as night auditor.

Education

High school or equivalent in Language Arts, Cosmetology, etc

Memphis City Schools - Memphis, TN
1994 to 1995

Skills

- Quickbooks
- Sales
- Accounting
- Excel
- Customer Service
- Microsoft Office
- Microsoft Word
- Financial Modeling
- Microsoft Word, Excel, & Outlook. Type 100wpm+ (10+ years)
- Data Analysis
- Payroll

- Receptionist

Certifications and Licenses

F endorsement

February 2015 to Present

Drive vehicles of 15 or more passengers/ wheelchair vehicles

Assessments

Accounting Skills: Bookkeeping — Completed

May 2019

Calculating and determining the accuracy of financial data.

Full results: https://share.indeedassessments.com/share_assignment/ilcyc0pxx-zzp-4j

Project Management Skills: Budgeting — Completed

May 2019

Measures a candidate's ability to manage project budgets by appropriately allocating and monitoring financial resources.

Full results: https://share.indeedassessments.com/share_assignment/6-ki6zpuyeyziyr0

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