

Toccora White
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PROFESSIONAL OBJECTIVE

I am looking for a job career with a company that I can grow, learn and Retire with. Currently I am a LIHEAP/CSBG Coordinator in the Community Action department for Lafourche Parish Government since January 3, 2022.

Experience:

- Certified in First Aid / CPR.
- Attended all State of Louisiana mandatory training classes on various topics.
- Completed Louisiana Ethics for Public Servants.
- Thirteen(13) years of service as a Juvenile Care Worker (3) of them as an Assistant Supervisor.
- Strong communication skills (written and verbal)
- Self-motivated and team oriented.
- Excellent phone etiquette.
- Strong organizational skills.
- Reliable and dependable.
- Processing Cash and Surety Bonds.
- Job Evaluations on other employees.
- Knowledge of Word, Outlook, Excel, Hancock, and FINA software.

EMPLOYMENT HISTORY

LPCG Community Action

(January 3, 2022 to Present)

Supervisor: Allie Cresonie

402 Green Street Thibodaux, La. 70301

Phone Number (985)537-7603

In this position I process low-income house assistance program applications that establish eligibility for utility, rental, mortgage, school tuition, and hotel stay for the homeless. I participate in all OCA programs as well as other programs with community servicing, and I also assist with Commodity Distribution.

TPCG Juvenile Justice

(March 31st, 2008 til 2021)

Supervisor: Cornelious Joseph
180 Government St., Gray, La
Phone Number: (985) 853-1201

I was over operations of my work shift. I directed others on different task to complete throughout the day and I worked to provide safety and security for the juvenile residents and my fellow staff. Part of my job duty was to process residents when they arrived at JJC. I also completed end of shift paperwork and attended all mandatory training classes.

Macdonell Children Services

(May 2006 to March 2008)

Supervisor: Linda Pierre
Main Street, Houma, LA
Phone Number: (985) 868-8362

Assisted kids in daily chores and routines. Also attended all mandatory meetings.

Albertsons

(August 2002 to Feb 2003)

Supervisor: Lynette Ray
Dallas, Texas
Phone Number: (214)351-3737

I conducted inventory on store merchandise and I also checked in vendors and cashed payroll checks.

CVS Pharmacy

(August 2001 to August 2002)

Supervisor: Terry Johnson
Prospect St., Houma, LA
Phone Number: (985) 876-3117

I checked in vendors by verifying inventory and distributed payments to vendors, and completed other various customer transactions.

Education: H. L. Bourgeois High School (2001) Gray, LA