

Tramisha Pete

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EXPERIENCE

Acumen Fiscal Agent, Austin Tx — Supervisor

March 2016 - August 2019

- Ensured that all work was performed according to safety regulations and standards.
- Completed paperwork regarding daily activities in a timely manner.
- Interviewed prospective employees and provided input to HR on hiring decisions.
- Completed thorough opening, closing and shift change functions to maintain operational standards each day.
- Coordinated employee schedule according to shift changes and availability.
- Evaluated staff performance
- Maintained inventory levels by ordering supplies as needed.
- Resolved customer complaints and adjusted policies to meet changing needs.
- Trained new employees on job duties and company policies.
- Assigned tasks to employees.
- Monitored staff performance and provided feedback to ensure quality customer service.
- Proposed or approved modifications to project plans
- Understood and followed oral and written directions.

Summary

Responsible and motivated, ready to apply education in the workplace. Offers excellent technical abilities with software and applications, ability to handle challenging work, and excellent time management skills. Recent graduate with excellent research, technical, and problem solving skills. Detail oriented and able to learn new concepts quickly. Committed job seeker with a history of meeting company needs with consistent and organized practices. Skilled in working under pressure and adapting to new situations and challenges to best enhance the organizational brand. Highly motivated employee with desire to take on new challenges. Strong work ethic, adaptability, and exceptional interpersonal skills. Adept at working effectively unsupervised and quickly mastering new skills. Organized and motivated employee eager to apply time management and organizational skills in various environments. Entry level opportunities to expand skills while facilitating company growth. Hardworking employee with customer service, multitasking, and time management abilities. Devoted to giving every customer a positive and memorable experience.

SKILLS

Flexible and Adaptable.
Conflict Resolution.
Basic Math.
MS Office. Problem Solving.
Organizational Skills.
Calm Under Pressure.
Networking.
Critical Thinking.
Customer Relations Training and Development
Active Listening
Computer Skills
Scheduling Development
Staff Management
Policy Enforcement
Staff Discipline
Goal Oriented
Business Administration
Training and Mentoring
Complex Problem Solving
performance Management
Behavioral Health
Hospital Experience-7 years
Customer Support-7 years
Windows
Taleo
Oracle
Group Therapy
Social Work Experience
Management
Human Resources
Program Management
Intake Experience Childhood
Development-8 years
HR Sourcing
Non-Profit Management-3
years
Communication Skills

EDUCATION

Goodwill Excel, Austin Tx— *Highschool Diploma*

August 2020 - December 2023 Made honor roll for the second time in 2023 term 4
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KLR Pharmacy Tech School, Austin Tx— *Certified Pharmacy Technician(CPHT)*

December 2023-February 2024

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Activities and Accomplishments

- In my spare time I enjoy spending time outside in the yard, walking around at the lake, and being active with my grandson.
- I am a family oriented person with a good heart that also has a passion for helping others and giving back.
- I'm currently part of a non profit organization called P.E.A.C.E program which stands for please educate all children everywhere. We have different events for the community and the children serving in a positive way. My position with this program is Administration .
- I end up going back to school to do a full complete 4 years to get my highschool diploma. Finishing highschool December 20,2023 with 22 credits that the state asks you to have in order to graduate .
- Currently doing my pharmacy tech, started December 4,2023 and will be finished February 2024 as long as I pass my national exams

Certifications and licenses

Learning and Development

March 2024 to Present

How to create and deliver effective trainings in your organization
How to evaluate key metrics that will demonstrate training outcomes and results

SKILLS I GAINED

Learning Delivery Methods
Effective Training
Training Needs
Learning Model

Mental Health In Faith Based Communities

February 2024 to Present

I learned about mental health and how to address it when dealing with the different types.

Talent Acquisition

February 2024 to Present

Interviewing Production
Computer Skills-7 years
Employee Evaluation
Production Planning-4 years
Operations Manager
Home & Community Care-8 years
Strategic Planning
Software Purchasing
Talent Acquisition
Troubleshooting
Multi-Line Phone Systems-7 years
Recruiting
Addiction Counseling-8 years
Crisis Intervention
Behavioral Therapy
Live Chat
Conflict Management

AWARDS

Honor Roll

LANGUAGES

English

Create a job analysis and write a job description
Create a talent recruitment strategy
Identify and explain all stages of the talent acquisition life cycle

SKILLS I GAINED

Employee Onboarding
Job Analysis
Recruitment
interviewing

Foundations of Career Navigating and Coaching

February 2024 to Present

I LEARNED:

Crisis intervention
Establishing trust
Establishing coaching agreements
Human centered coaching

Pharmacy Technician Certification

December 2023 to Present

Completed my CPHT and passed my national exam with NHA.

Driver's License

Class C driver license

Groups

P.E.A.C.E Program of Atx

March 2022 to Present

This is a non-profit organization that works in the community, with other different organizations, and with schools. We also do volunteer work and host different events with the community and educate the youth. We host events to give supplies to the homeless as well.