Halli m. Melton

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education

Wallace State Community College May 2014

*Associate of Science Dental Hygiene*

*•* Dean’s List

• Phi Theta Kappa Honor Society

University of Alabama at Birmingham May 2010

*Bachelor of Science Psychology*

*•* Psi Chi, Psychology Honor Society (Secretary)

• Phi Alpha Theta, History Honor Society

• Peer Mentor for incoming freshmen

• Who’s Who Among Students in American Colleges and Universities

Work of experiencE

Lunas BBQ Hanceville, Alabama June 2013-Current

*Waitress*

Cullman Regional Medical Center August 2010-July 2012

*Unit Secretary, Float Pool*

• Transcribed Doctor’s orders

• Scheduled procedures

• Ordered office supplies

• Charged patients for medical supplies and procedures

• Assisted Registered Nurses with patient care

• Maintained a smooth functioning unit

eCO Credit Union Homewood, Alabama December 2009-May 2010

*Member Service Representative I*

• Assisted members with financial transactions involving paying and receiving cash

• Made sales referrals (i.e. IRA, CD, Loan)

• Opened and maintained member accounts

• Directed members to appropriate department for specific information and service

R & T Acoustics, Inc. Birmingham, Alabama May 2007-October 2009

*Office Clerk*

*•* Established a running list of contract work through QuickBooks Premier

• Organized incoming and outgoing mail

• Retrieved shop drawings of bids to be made

• Handled door traffic, answered telephones, and sent faxes

• Wrote deposits for the company

clinical rotation experience

Jefferson County Health Department

*Central & Eastern locations, Fall 2013-Spring 2014*

Birmingham Veterans Affair Medical Center

*Fall 2013*

SUMMARY of qualification

• Verbal and written communication skills

• Problem Solving

• Hand-eye coordination

• Dental equipment knowledge

• Critical judgment and decision making Skills

• Patient education

• SoftDent

• Cerec