

Sierra Groover

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Objective: To obtain a position that will utilize my skills, abilities and experiences to contribute to the company's needs

EXPERIENCE

Bradford County Action, Inc. 03/2018-05/2023

Towanda, PA

Employability Specialist/ Program Assistant:

My job duties included helping customers find employment regardless of their background, advanced computer skills, data entry, inventory control, program supervisor, answering and transferring office calls, assisting walk-in customers daily, filing etc.

Futers 04/2017-11/2017

Towanda, PA

Direct Support Professional:

My job duties included helping clients with daily living activities such as bathing, dressing, transportation, cleaning, grocery shopping etc.

Area On Aging Agency 04/2016- 03/2017

New Albany, PA

Direct Support Professional:

My job duties included helping clients with daily living activities such as bathing, dressing, transportation, cleaning, grocery shopping etc.

EDUCATION

Wyalusing Jr.-Sr. High School- Diploma

Wyalusing, PA 08/2012-06/2016

-I was active in multiple clubs, sports and received a scholarship

Corning Community College- Unfinished

Corning, NY 09/2016-?

-I started college courses for Nursing 1 and I was also chosen for a Leadership Achievement Award due to me standing out to professors with my sparkling ability to be a leader

Certifications and Licenses

CPR- American Red Cross 07/2017

Phlebotomy- OJT Guthrie Sayre Robert Packer Hospital 04/2020

SKILLS

- Reliable
- Time Management

Skills

- Organization Skills
- Communication skills
- Computer skills
- Typing Skills
- Caring/understanding
- Resume Building

Director

- Interviewing Skills

Director

- Phone skills

Defensive Driving Training- Futures Support Program
07/2017

References

Troy Ritchey- Lineman Supervisor

607-738-3855
-Personal

Cheryl Stanton- BWPO

570-265-2171
-Professional