

# HILBERT GATOR

Houston, TX - 832-333-3333 - greengator@gmail.com

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## EDUCATION

**University of Houston-Downtown, Houston, TX**

*Bachelor of Arts in History*

*Teacher Certification Candidate*

August 2017

**Houston Community College, Houston, TX**

*Associates Degree in Science*

August 2015

## EXPERIENCE

**Memorial Hermann Hospital, Houston, TX**

*Imaging Services Transporter/Clerk*

April 2015 - Present

- Transport 10+ patients effectively via wheelchair, bed or stretcher using infection control procedures.
- Input patient information into confidential transport log through Excel.
- Communicate with patients to develop a positive relationship and verify patient information.

**McDonald's, Houston, TX**

*Team Member*

June 2009 – May 2015

- Provided excellent customer service, including handling customer orders and concerns.
- Accurately took orders and balanced daily cash receipts.
- Supervised and trained new employees and assisted with managerial duties.
- Recognized for rising above expectations and received related wage increases.

**M.D. Anderson Cancer Center, Houston, TX**

*Intern*

Jan 2014 – March 2014

- Prepared IV bags, port infusion and blood collection trays for the clinic's chemotherapy patients.
- Entered patient data and test results into clinic's electronic medical records software.
- Comforted patients and their families by offering emotional support and encouragement.

**University of Houston Visitor Information Booth, Houston, TX**

*Office Assistant I*

Oct 2012 – Dec 2012

- Provided outstanding public relations and customer service.
- Operated computerized cash register and performed register closing protocol.
- Sold contract permits and completed data entry through the accounts receivable system.

## VOLUNTEER EXPERIENCE

**Memorial Hermann Hospital – The Medical Center, Houston, TX**

*Volunteer*

April 2014 – June 2014

**Literacy Council of Harris County, Houston, TX**

*Volunteer ESL Tutor*

June 2011 – Sept 2011

## SKILLS

Technology: Microsoft (MS) Office: (Excel, Word, Outlook)  
Blackboard, WordPress, Adobe Software