

Laura Kidd

Belle Fourche, SD 57717

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Authorized to work in the US for any employer

Work Experience

Customer Account Representative

Aarons' Sales and Lease-Asheville, NC

July 2020 to October 2020

Calling customers about their accounts as a reminder of upcoming payment or collection of past due payments. Filing paperwork and inputting into computer systems.

Assistant Office Manager/Receptionist

Sprucehill Hill Apartments-Asheville, NC

June 2019 to November 2019

Answering phone calls, filing, email, faxing, scanning, cash handling, copier, any duties required by office manager

Residential Education Specialist

Eliada Home-Asheville, NC

January 2019 to July 2019

Provide help and support for teens and pre teens with mental health and their education.

DSP (Direct Support Professional)

Liberty Corner Enterprises-Asheville, NC

February 2018 to October 2018

- Working with individuals with intellectual and developmental disabilities including but not limited to; autism, down syndrome, and schizophrenia.
- Helping them learn how to interact in the community and prepare for job interviews
- Assisting with toileting, transferring, eating, etc.
- Helping them learn to do household tasks such as cleaning, cooking, and doing laundry

Assistant Manager

HOT SPOT-Asheville, NC

August 2017 to October 2017

Hot Spot

1069 Sweeten Creek Rd.

Asheville, NC 28803

(828)274-4161

DUTIES:

- Assistant Manager

- Bank runs, deposits, and paperwork
- Computer skills
- Running cash register

One course at AB-Tech for computer skills with Microsoft, word, windows, and some PowerPoint.

A certificate as a Med Tech to administer medication to patients and individuals in Roanoke VA. MAR training and diabetes.

DSP (Direct Support Professional)

It's About Time Inc.-Roanoke, VA

DUTIES:

- Working with individuals with intellectual and developmental disabilities including but not limited to; autism, down syndrome, and schizophrenia.
- Helping them learn how to interact in the community and prepare for job interviews
- Assisting with toileting, transferring, eating, etc.
- Helping them learn to do household tasks such as cleaning, cooking, and doing laundry

Education

Bachelor's degree in Forensic Psychology and Mental Health

Southern New Hampshire University

February 2022 to November 2024

- Honor Roll
- Dean's list every year/ semester
- President's list
- Member of the National Society of Leadership and Success.

One year diploma in Medical Office Assistant in Medical Office Assistant/ Billing and Coding

Penn Foster - Pennsylvania-United States

January 2020 to June 2020

High school or equivalent

Enka High School - Candler, NC

August 2004 to January 2008

High school diploma or GED

Skills

- Disability (2 years)
- Direct Support (2 years)
- Direct Care (3 years)
- Home Health
- Personal Care (3 years)
- Autism (2 years)
- Mental Health Counseling

- Crisis Intervention
- Developmental Disabilities Experience
- Special Education
- Social Work
- Individual / Group Counseling
- Office Management
- Group Therapy
- Addiction Counseling
- Medication Administration
- Behavioral Therapy
- Behavioral Therapy
- Crisis Management
- Group Therapy
- Medication Administration
- Child & Family Counseling
- Program Development
- Cognitive Behavioral Therapy
- Behavioral Health
- Office Experience (4 years)
- Customer Service
- Clerical Experience
- Medical Terminology (Less than 1 year)
- Behavior Management
- Case Management
- Customer service
- Healthcare (2 years)

Certifications and Licenses

driver's license

CMAA

September 2020 to September 2022

Certified Medical Administrative Assistant

Assessments

Filing & organization — Proficient

November 2020

Arranging and managing information or materials using a set of rules.

Full results: [Proficient](#)

Administrative assistant/receptionist — Proficient

May 2021

Using basic scheduling and organizational skills in an office setting

Full results: [Proficient](#)

Indeed Assessments provides skills tests that are not indicative of a license or certification, or continued development in any professional field.

Additional Information

Receptionist 3 years experience