

LINDSAY HARRISS



Lindsay Harriss

Villa Rica, Georgia

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lindsayjharriss.blog

A results-oriented professional with years of client/customer service experience in fast-paced environments.

Excellent communication skills • flexible problem-solver • team player • detail oriented • organized • customer service • client focused • analytical • initiative • dependable • reliable

EDUCATION

Southern New Hampshire University April 2025
Manchester, New Hampshire
Bachelor of Arts Degree ~ Graphic Design

- Winter 2022: Presidents List and the Honor Roll
- Fall 2023: Honor Roll
- Spring 2024: Honor Roll

South Paulding High School May 2011
Douglasville, Georgia
High School Diploma

- Member of Marching Band
- Color Guard & Winter Guard
- Color Guard Co-Captain

EXPERIENCE

Reading Tutor – Americorps October 2023 - Present
Duties: Organizing materials and daily retrieving children from the grades Kindergarten to Third grade. Tutoring students and helping them become better readers. Data entry; inputting scores and demographics into the system.

Liaison – Wellstar October 2019 - October 2023
Duties: Client/patient daily communications consisting of calling patients for their meal orders. Exercising analytical and judgement skills by ascertaining appropriate diet for each patient (i.e., diabetic, cardiac, mechanical soft diets, etc.). Verifying, completing each patient's dietary orders, collaborating with department to ensure correct diet delivery to each patient. Follow up with patients with special dietary needs, answering questions, and/or future dietary concerns. First line of contact for hospital patients regarding dietary needs.

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Patient Care Coordinator - August 2017 – May 2018
Ear Nose and Throat Plastic Surgery Center

Duties: First-line staff/front office staff team with direct interaction with patients upon arrival. Answering phone calls (patients, other medical offices, etc.), booking appointments, data entry, getting payments for surgeries and visits. Chart prepping and verifying insurances. Checking patients in and out. Calling in prescriptions.

Fuel Clerk – Kroger August 2016 – May 2017

Duties: Ringing out customers for their gas and merchandise. Cleaning inside; sweeping, cleaning the windows, cleaning tasks, ensuring store organization and presentation of food product; restocking all products (food, cigarettes, candy, beverages) when necessary. Maintaining and updating fuel reports in the data base.

Sandwich Artist – Subway September 2014 – June 2016

Duties: Customer service focus; take orders from customers; prepare sandwiches; answer phone; bake bread and cookies; clean station; clean patron areas including restrooms; tables/booths and take out trash.

Signer – Macy's April 2013 – April 2015

Duties: Placed and removed signs on sales floor; organized and neatly arranged merchandise; scanned merchandise; unloaded new merchandise from the delivery truck then placed new merchandise on racks and neatly arranged on shelving while tagged new merchandise; provided customer service to customers while working signing position on sales floor.