

# Linda Mcguire

## **Guest Services**

Madras, OR 97741

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5412790317

I am seeking a full time position in which I can utilize my existing skills with assisting those in and around the homeless community and addiction recovery. I am looking for a position that allows me to grow and gain more skills to help others become successful

Authorized to work in the US for any employer

## Work Experience

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### **Grader Operator**

Bright Wood Corporation - Madras, OR

January 2020 to June 2020

Grade wood off molders, tally inbound pieces, ticket and tally outbound pieces, packages units for further process.

### **Guest Services Supervisor**

Eugene Mission - Eugene, OR

June 2018 to December 2019

Manage front desk responsibilities: Guest registration and check outs. Update logs and bed register as needed to ensure accurate records. Assist guest with request of personal items. Assist late night arrivals and guest returning late from work. Handle upsets in the center in a professional manner, assertive but calm. Handle 911 contact and emergency needs for guest as needed. Communicate with management and staff at shift change so that we are all informed of any situations that need attention. Report information to case management as needed. Process laundry, restock supplies, random UA's, safety and security checks. Maintain accurate reports in Excel, Outlook, Service Point.

## Education

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### **High school or equivalent**

Madras High School - Madras, OR

September 1979 to June 1983

## Skills

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- Customer Service
- Guest Service
- Front Desk
- Outlook
- Excell

- Chrome

## Certifications and Licenses

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### **First Aid and CPR**

February 2019 to February 2022

### **Mental Health Awareness**

March 2019 to Present

### **Deescalation Training**

November 2018 to Present

### **Collaborative Problem Solving for Children**

August 2019 to Present

### **Life Change Program**

February 2018 to Present

This is a 18 month faith based recovery program that focuses on healing from addiction and other life challenges.