

Susan Inabinett

OBJECTIVE

As a skilled business employee for several years, I made the decision to be a stay at home mother of three in the 1980's. Several years subsequent to my decision, I also became responsible for hands on adult care giving to several family members who fell seriously ill. With the variety of experience I maintain, I have learned a vast range of skills to apply to the business world. Due to recent events and a newly empty nest, I am looking to make use of these skills I have acquired in the workplace. I am an energetic, dedicated person who abides by hard working principles, and I look forward to relating these aspects of my personality to the position.

EXPERIENCE

ADULT/ELDERLY CARE GIVER

1998 – 11/2006
Charleston, SC

- Responsible for medical care and allocation of medicines
- Made appointments and was kept informed of medicinal information by doctors
- Maintained status of personal assistant, as well as nurse to several family members
- Fed, clothed, put to bed and provided entertainment for ill
- Ensured safety and prompt medical attention in potentially hazardous circumstances
- Trusted with financial responsibilities as well as cleanliness and order in home environment

REMODELING BY INABINETT

Secretary

1981– 1989
Charleston, SC

- Accountable for all secretarial work and job folders
- Paid all company bills
- In charge of all filing and record keeping
- Developed client relations and managed customer service

CITIZENS & SOUTHERN BANK

Head Teller

1977 – 1981
Charleston, SC

- Customer Service Representative
- Maintained primary responsibilities among tellers
- Opened and managed customer accounts while developing rapport among clientele
- Handled complaints and issues presented by customers
- Trusted with major tasks and duties and handling of large sums of money

BIOLOGY DEPARTMENT- UNIVERSITY OF SOUTH CAROLINA

Plant Care/ Botany

1975 – 1977
Columbia, SC

- Watered and nourished all plants for the Biology Department at USC
- Oversaw Greenhouse conditions and maintained necessary surroundings
- Introduced to basic botany as well as plant care and maintenance
- Prepared plants for experiments and testing
- Followed varying nutritional patterns and maintenance instructions

EDUCATION

University of South Carolina

- Business Degree

1973 – 1977
Columbia, SC