

Holly Lyons

Fayetteville, AR 72701

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(479) 435-3454

Hello, I am interested in an opportunity to work for your company. I have almost ten years of providing excellent service to customers/clients as well as working together as a team to accomplish goals. I believe I would be a perfect fit for this position, and look forward to utilizing my past experience as well as gaining new skills.

Authorized to work in the US for any employer

Work Experience

Mental Health Paraprofessional

Ozark Guidance Center - Fayetteville, AR

October 2017 to Present

- complete online documentation in a timely manner
- meet or exceed monthly productivity goals
- provide behavioral interventions to clients
- interact with clients and coworkers in a professional manner
- manage time effectively and create weekly schedule

Youth Care Worker

Woodridge of the Ozarks - Springdale, AR

November 2016 to October 2017

- Observe and maintain safety of patients
- Conduct regular checks on residents to ensure safety
- Complete paperwork/filing in a timely manner
- Appropriately handle any crisis or emergency situations

Mental Health Technician

Springwoods Behavioral Health - Fayetteville, AR

November 2014 to February 2017

- Observe and ensure safety of patients in hospital
- Document behaviors on precaution records and group therapy notes
- Perform office duties including filing paperwork, faxing, compiling spreadsheets and answering phones
- accurately obtain, log, and store specimens until pickup
- Provide customer service to patients and their families

Youth Care Worker

Piney Ridge Treatment Center - Fayetteville, AR

February 2012 to April 2014

- Provide direct care and supervision to adolescent residents
- Show leadership and act as a positive role model
- Lead structured activities and rehab groups
- Complete paperwork in a timely manner- including daily progress and rehab notes
- Complete behavior and incident reports as needed
- Use verbal de-escalation when necessary
- Utilize emergency safety interventions when needed
- Actively communicate with therapists, nurses, and case workers on a daily basis

Accomplishments:

- Earned employee of the month in September 2013.

Guest Room Attendant

Fairfield Inn and Suites - Fayetteville, AR

July 2011 to February 2012

- Provide customer service and address guests' needs/concerns
- Prepare rooms for guest occupancy in a timely manner
- work both independently and as a team to complete assigned tasks

Education

Working towards a Bachelor of Arts in Psychology

University of Arkansas - Fayetteville, AR

September 2015 to May 2020

Honors Diploma in General Education

Southside High School - Fort Smith, AR

January 2005 to January 2008

Skills

Typing WPM- 65, Organizational Skills, Microsoft Office, Customer Service, Mental Health, Transcription, Data Entry, Filing

Additional Information

Hello, my name is Holly Lyons. I am a very dedicated, hard worker and always take pride in the job I do. I strive to go beyond expectations every day. I would love to work for your company and believe it would be a very rewarding experience.