

ACT[®] **WorkKeys**[®]
NCRC[®]



ACT certifies that

DALIA ABOZAID

has earned the ACT WorkKeys National Career Readiness Certificate™ at the Gold level.

Registered Certificate # BVFWM996HRG4
Issue Date: 6/1/18

The ACT WorkKeys National Career Readiness Certificate™ (ACT WorkKeys NCRC) is an assessment-based credential of widely applicable foundational employability skills. Individuals demonstrate skill mastery through their assessment scores. When individual skills are aligned to the skills needed for a job, workers tend to learn job-related tasks more quickly, benefit from on-the-job training, and obtain new knowledge and skills.

The certificate holder has earned a Gold ACT WorkKeys NCRC. The certificate holder's Level Score on each individual assessment is provided below. The type of skills measured by each assessment are described at right.

DALIA ABOZAID

ACT WorkKeys Applied Math	5
ACT WorkKeys Graphic Literacy	5
ACT WorkKeys Workplace Documents	5

**ACT WorkKeys Applied Math
Level Score 5**

You scored at Level 5. People who score at Level 5 have demonstrated all of the Levels 3 and 4 skills. They also have demonstrated the following skills to:

- Decide what information, calculations, or unit conversions to use to find the answer to a problem
- Add and subtract fractions with unlike denominators (such as $\frac{1}{2}$ - $\frac{1}{4}$)
- Convert units within or between systems of measurement (e.g., time, measurement, quantity) where the conversion factor is given either in the problem or in the formula sheet
- Solve problems that require mathematical operations using mixed units (such as adding 6 feet and 4 inches to 3 feet and 10 inches, or subtracting 4 hours and 30 minutes from 3.5 hours)
- Identify the best deal using one- or two-step calculations that meet the stated conditions
- Calculate the perimeter or circumference of a basic shape, or calculate the area of a basic shape
- Calculate a given percentage of a given number and then use that percentage to find the solution to a problem (e.g., find the percentage and then use it to find the discount, markup, or tax)
- Identify where a mistake occurred in a calculation (such as identifying the row in a spreadsheet where a problem occurred)

To find the Applied Math Levels 3 and 4 skills, please refer to the ACT WorkKeys website at www.act.org/workkeys

**ACT WorkKeys Graphic Literacy
Level Score 5**

You scored at Level 5. People who score at Level 5 have demonstrated all of the Levels 3 and 4 skills. They also have demonstrated, using graphics designed at the high-moderate level, the skill to:

- Locate information in a graphic using information found in another graphic
- Compare two or more pieces of information
- Identify a trend/pattern/relationship
- Make an inference or decision
- Identify the graphic that accurately represents the data

Additionally, using graphics designed at the low-moderate level, they have demonstrated the following skills:

- Compare two or more trends/patterns/relationships
- Interpret a trend/pattern/relationship
- Make a reasonable inference or decision based on one graphic finding information in another graphic
- Justify a decision or inference based on information
- Identify the most effective graphic given a defined purpose
- Justify the most effective graphic given a defined purpose

To find the Graphic Literacy Levels 3 and 4 skills, please refer to the ACT WorkKeys website at www.act.org/workkeys

**ACT WorkKeys Workplace Documents
Level Score 5**

You scored at Level 5. People who score at Level 5 have demonstrated all of the Levels 3 and 4 skills. They also have the skill to read and comprehend longer workplace documents written in more complex sentences that use more advanced vocabulary, including unfamiliar technical words, jargon, and acronyms. The information in Level 5 documents is generally stated directly, but specific details may be more difficult to find because the documents also may have extraneous information. In reading these documents, they are able to:

- Identify specific details
- Infer the meaning of a word or phrase from context
- Apply information/instructions to a new situation that is similar to the one described in the document while considering changing conditions
- Apply information/instructions that include conditions to situations described in the document
- Identify the appropriate meaning of an acronym, jargon, or technical term defined in the document
- Apply technical terms and jargon to stated situations
- Make inferences to accomplish a goal

To find the Workplace Documents Levels 3 and 4 skills, please refer to the ACT WorkKeys website at www.act.org/workkeys

Share Your ACT WorkKeys NCRC with Employers

Each certificate is registered in the ACT WorkKeys National Career Readiness Certificate database. To access your certificate, go to www.myworkkeys.com and login to, or create a new MyWorkKeys account. If you take action to share your certificate it may be verified at www.act.org/certificate/verify.html. Include information about your achievement on the ACT WorkKeys NCRC on your resume or job applications and invite employers to verify its authenticity.

ACT WorkKeys NCRC Level: [enter the level you have earned]
Registered Certificate #: [enter the ID found on the front of your certificate]
Issue Date: [enter the date on which you earned the certificate]



NATIONAL CAREER READINESS CERTIFICATE

Congratulations on earning a **Gold** National Career Readiness Certificate (NCRC™). The NCRC is a portable, evidence-based credential that certifies essential workplace skills that are important for workplace success. This credential is based on ACT's world-renowned WorkKeys® assessments—which measure job skills associated with workplace success. Knowledge and skills related to job tasks are strong predictors of work performance. By earning the NCRC, you have demonstrated the following skills at the **Gold** level:

- » Problem solving
- » Critical thinking
- » Reading and using work-related text
- » Applying information from workplace documents to solve problems
- » Applying mathematical reasoning to work-related problems
- » Setting up and performing work-related mathematical calculations
- » Locating, synthesizing, and applying information that is presented graphically
- » Comparing, summarizing, and analyzing information presented in multiple, related graphics

This credential is registered with ACT and may be verified by employers at NationalCareerReadiness.org.

NCRC PLUS

Congratulations on earning an NCRC Plus. When measures of cognitive skills are combined with measures of personality traits, or soft skills, an individual's success in a job or job training can be predicted with even greater accuracy than when only one type of measure is used. In addition to the cognitive skills listed above, your test results indicate that you possess soft skills ranked as follows (1–4 stars):

- ★ ★ **Work Discipline:** productivity and dependability
- ★ **Teamwork:** tolerance, communication, and attitude
- ★ ★ **Customer Service Orientation:** interpersonal skills and perseverance
- ★ **Managerial Potential:** persuasion, enthusiasm, and problem solving

The cognitive and soft skills measured by the NCRC and NCRC Plus are among those recognized by business and industry as essential for workplace success and career advancement. Learn more at NationalCareerReadiness.org.

ACCESS YOUR ONLINE ACCOUNT

The NCRC is registered with ACT. In order to enable employers to verify your Certificate, you must activate your account at NationalCareerReadiness.org. Once you activate your account, you must follow the steps to give permission for employers to verify your Certificate level. Only people to whom you give your Certificate number can access your information.

- » User ID: JSampleP
- » Temporary Password: 123JSP


For account security, change your password when first signing in.

Account activation instructions are available at act.org/certificate/access_account.html.

ACT® and WorkKeys® are registered trademarks of ACT, Inc., in the U.S.A. and other countries. The National Career Readiness Certificate logo is a registered trademark of ACT, Inc. NCRC™ and the NCRC Plus logo are trademarks of ACT, Inc. All other trademarks are the property of their respective owners.



142 Results for "ncrc Preferred" in United States (5 new)

 **Continuous Improvement Manager**
 ASSA ABLOY Group
 Mason City, IA, US
 Excellent interpersonal and communication skills with the ability to interact with all levels of the organization. 5 years manufacturing...
 8 days ago

 **Production Associate - Manifolds (Mon-Fri, Swing Shift)** New
 Medline Industries, Inc.
 Redmond, OR, US
 A Manifold Technician is responsible for sorting, preparation and cleaning of fluid waste collection devices as well as completion of...
 20 hours ago

 **Advisor, WIN (Workforce Investment Network)** New
 Shelby County Schools
 Memphis, TN, US
 Skills in developing data-supported solutions, decisions using fact-based logic, ability to translate complex analysis in easy-to-...
 18 hours ago


 **Operations Partner**
 Amcor
 Joplin, MO, US
 Minimum of three years of manufacturing experience OR previous military experience. With a combined company history of more than 300...
 2 months ago

 **Tool & Die Maker** New
 Jobs @ TheJobNetwork
 Waterloo, IA, US
 Experience building, repairing, and revising jigs and fixtures as well as machine fixture alignment. Experience with hydraulics...
 2 months ago

142 Results for "ncrc Preferred" in United States (5 new)

 **Continuous Improvement Manager**
 ASSA ABLOY Group
 Mason City, IA, US
 Excellent interpersonal and communication skills with the ability to interact with all levels of the organization. 5 years manufacturing...
 3 days ago

 **Production Associate - Manifolds (Mon-Fri, Swing Shift)** New
 Medline Industries, Inc.
 Redmond, OR, US
 A Manifold Technician is responsible for sorting, preparation and cleaning of fluid waste collection devices as well as completion of...
 20 hours ago

 **Advisor, WIN (Workforce Investment Network)** New
 Shelby County Schools
 Memphis, TN, US



RN - Specialty Skill Educator (FT) Organizational Development - Johnson City, TN

Ballad Health - Johnson City, TN, US

2 months ago  2 among the first 25 applicants

[Apply on company website](#)

Job Definition

Click HERE to find out more information about Ballad Health!

SCOPE OF POSITION

The RN - Specialty Skill Educator will be responsible develop team members in Mountain States Health Alliance supporting the strategies of the Department of Organization Development.

He/she will assess, plan implement and evaluate curriculum to stimulate in adults the desire for learning and the commitment to patient-centered care delivery.

The RN-Specialty Skills Educator is responsible and accountable for remaining competent and directing others to assure Patient-Centered Care which is based on patient's needs, values, and choices. The nurse is expected to practice autonomously within the scope of professional standards, the rules and regulations established by the Tennessee Board of Nursing, and knowledge of the policies and procedures within Mountain States Health Alliance. He/she writes policy and procedures to ensure they are up to date with the latest practice methods. He/she applies the nursing process and demonstrates skill in developing and guiding collaborative collegial practice that delivers safe competent care. He/she demonstrates sensitivity and understanding of the diverse cultural backgrounds of our patients and teaches this understanding to care givers. The position involves maintaining current knowledge of evidence based nursing practice and the ability to demonstrate and teach critical thinking skills in the implementation of all phases of the nursing process. He/she actively participates in continuous quality/performance improvement of patient care through data collection, as well as, interpreting/evaluating the data and planning actions.

Access to patient information may be necessary to fulfill the responsibilities of this role as it relates to education of other team members and assistance in the delivery of patient care. Adherence to all MSHA confidentiality policies and practices is required.

MSHA expects that every team member will role model Patient-Centered Care behaviors and be guided by MSHA's Values and the Principles of Patient-Centered Care.

It is vital that an individual in this position be capable of good communication skills. It is of the utmost importance that written communication is legible.

Memphis, TN, US

Skills in developing data-supported solutions, decisions using fact-based logic, ability to translate complex analysis in easy-to-

18 hours ago



Operations Partner

Amcort

Joplin, MO, US

Minimum of three years of manufacturing experience OR previous military experience. With a combined company history of more than 300...

2 months ago



Tool & Die Maker

Jobs @ TheJobNetwork

Waterloo, IA, US

Experience building, repairing, and revising jigs and fixtures as well as mach. heli-fixture alignment. Experience with hydraulics.

New

142 Results for "nrc Preferred" in United States" (5 new)



Continuous Improvement Manager

ASSA ABLOY Group

Mason City, IA, US

Excellent interpersonal and communication skills with the ability to interact with all levels of the organization. 5 years manufacturing...

3 days ago



Production Associate - Manifolds (Mon-Fri, Swing Shift)

Medline Industries, Inc.

Redmond, OR, US

A Manifold Technician is responsible for sorting, preparation and cleaning of fluid waste collection devices as well as completion of...

20 hours ago

New



Advisor, WIN (Workforce Investment Network)

Shelby County Schools

Memphis, TN, US

Skills in developing data-supported solutions, decisions using fact-based logic, ability to translate complex analysis in easy-to-

18 hours ago

New



Operations Partner

Amcort

Joplin, MO, US

Minimum of three years of manufacturing experience OR previous military experience. With a combined company history of more than 300...

2 months ago



Tool & Die Maker

Jobs @ TheJobNetwork

Waterloo, IA, US

Experience building, repairing, and revising jigs and fixtures as well as mach. heli-fixture alignment. Experience with hydraulics.

New

142 Results for "nrc Preferred" in United States" (5 new)



Continuous Improvement Manager

ASSA ABLOY Group

Mason City, IA, US

Excellent interpersonal and communication skills with the ability to interact with all levels of the organization. 5 years manufacturing...

RN can verbalize that the RN is responsible for all of the LPN's patients and therefore must ensure reporting from the LPN happens in a timely, appropriate and complete manner.

MSHA expects all team members to support the VOS initiative by demonstrating awareness of the VOS system and effectively applying it to his/her work.

Job duties of this position may require access to protected patient information (PHI). The team member will be accountable for appropriate use of the record and compliance with all confidentiality and security policy and procedures related to use, access, and disclosure of PHI.

REPORTING RELATIONSHIP

The RN-Specialty Skill Educator will report to the Corporate Director of the RN-Specialty Skill Educator will report to the Corporate Director of Organization Development.

Education And Experience

Current licensure as a Registered Nurse in the appropriate state with a minimum of 3 years clinical experience is required. Experience with teaching adults, presenting to groups and directing group sessions is vital for the position. Expertise in the development of curricula and guidance of clinical experience is required. Long term care experience is preferred but not required.

NCRC at the Gold Level is preferred.

]]>

Requirements

Physical Requirements Minimum Physical Requirements: The physical requirements of this position vary from day to day according to activities. Must be able to lift, bend, and carry medium to heavy weight equipment. Occasionally will need to move tables, chairs, and boxes of supplies, and must be able to push carts and supplies, At times a high level of activity, quick responses and moving about the hospital will be required. Working Conditions: On a regular basis, the Team Member will work in a noisy, office environment with frequent interruptions. The nature of the work involves a combination of intense periods of activity with periods of relative quiet. Must be able to work independently as well as a part of a team and be able to interact well with patients, physicians, family members, visitors, and other employees, vendors, and hospital guest/speakers. Must be willing to work other shifts and occasional weekend days at all Mountain States Health Alliance facilities. Unavoidable Hazards are minimum. Exposure is limited to bleach and heavy equipment. Body Position Sitting: 75 Body Position Standing: 15 Body Position Other: 10 Work Station Height: 2 Lifted Height: 0 Lifted Width: 0 Lifted Depth: 0 Lifted Weight: 0 Level of Movement: Occasional (<25% or <100 times/shift) level of lifting. Light Medium (<25%

Must be able to lift, bend, and carry medium to heavy weight equipment. Occasionally will need to move tables, chairs, and boxes of supplies, and must be able to push carts and supplies. At times a high level of activity, quick



Continuous Improvement Manager

ASSA ABLOY Group

Missoula, MT, US

Excellent interpersonal and communication skills. Must be able to interact with all levels of the organization. 3 years manufacturing

8 days ago



Production Associate - Manifolds (Mon-Fri, Swing Shift) New

Medline Industries, Inc.

Redmond, OR, US

A Manifold Technician is responsible for sorting, preparation and cleaning of fluid waste collection devices as well as completion of

20 hours ago



Advisor, WIN (Workforce Investment Network) New

Shelby County Schools

Memphis, TN, US

Skills in developing data-supported solutions, decisions using fact-based logic, ability to translate complex analysis in easy-to-understand

18 hours ago



Operations Partner

Ammcor

Joplin, MO, US

Minimum of three years of manufacturing experience OR previous military experience. With a combined company history of more than 300

2 months ago



Tool & Die Maker New

Jobs @ TheJobNetwork

Waterloo, IA, US

Experience building, recasting, and repairing jigs and fixtures as well as machine fixture alignment. Experience with hydraulics

be able to push carts and supplies. At times a high level of activity, quick responses and moving about the hospital will be required. Working Conditions: On a regular basis, the Team Member will work in a noisy, office environment with frequent interruptions. The nature of the work involves a combination of intense periods of activity with periods of relative quiet. Must be able to work independently as well as a part of a team and be able to interact well with patients, physicians, family members, visitors, and other employees, vendors, and hospital guest/speakers. Must be willing to work other shifts and occasional weekend days at all Mountain States Health Alliance facilities. Unavoidable Hazards are minimum. Exposure is limited to bleach and heavy equipment. Body Position Sitting: 75 Body Position Standing: 15 Body Position Other: 10 Work Station Height: 2 Lifted Height: 0 Lifted Width: 0 Lifted Depth: 0 Lifted Weight: 0 Level of Movement: Occasional (<33% or <100 times/shift) Level of Lifting: Light Medium (= < 35 pounds occasionally OR =< 20 pounds frequently) Placement/Movement of Materials: Desk/AV Equipment/Tables & Chairs for class set up Lifting Floor to Waist Frequency: < 25% of shift Lifting to Shoulders Frequency: < 25% of shift Lifting Above to Shoulders Frequency: Not Part of Work Repetitive Twisting Frequency: < 25% of shift Climbing Number of Stairs Frequency: < 25% of shift Pushing Frequency: < 25% of shift Pulling Frequency: < 25% of shift Carrying Frequency: < 25% of shift Awkward Positions Frequency: Not Part of Work Special Tools/Equipment Frequency: < 25% of shift Unavoidable Hazards: Unavoidable hazards are minimum. Exposure to bleach is a potential.

Seniority level
Mid-Senior level

Employment type
Full-time

Job function
Health Care Provider

Industries
**Nonprofit Organization
Management, Health, Wellness and
Fitness, Hospital & Health Care**



Objective

To obtain a rewarding and challenging position with an established company or Government entity; one where I may utilize my knowledge of administrative and office clerical skills to the best of my ability.

Summary of Qualifications

- Valid SC Drivers License with excellent driving record
Computer literate in Windows 7, Vista, Windows XP, Microsoft Office 2007/2010, Internet, Word, PowerPoint, Publisher, Outlook Express, Excel, OpenOffice, Adobe DC Pro, keyboarding, data entry, Paragon 5 Real Estate Program, ZipForms
Exceptional Customer Service ability to interact with public and defuse intense situations
Ability to manage an office and retail store; work as construction coordinator and manage subcontractors 25+ years experience working in real estate, building and construction industry.
Ability to type 45+ wpm
Data Entry Experience 3+ years
Marketing techniques
Ability to operate all forms of office equipment. Such as; computer, copier, fax, scanner, adding machine, dictaphone, microfiche, microfilm, printer, networking, multi-line phone system
Notary Public for the State of South Carolina, Commission Expires 02/18/2025
Concealed Weapons Permit Holder, Expires 04/26/2016

Accomplishments

- National Gold Certification from The National Career Readiness Certificate (NCRC), issued by ACT, is a portable, evidence-based credential that certifies essential skills needed for workplace success, 10/2015
South Carolina Real Estate Commission LLR, Received Salesman License 05/2013
Completed Customer Relations Program presented by the Appalachian Council of Government, 04/1994
Completed Managing for Profit Seminar presented by the Home Builders Institute a division of the National Association of Home Builders, 10/1990
Completed Customer Service Seminar presented by the Home Builders Institute a division of the National Association of Home Builders, 10/1990
South Carolina Real Estate Commission LLR, Received Salesman One License 09/1988

Experience

Realtor Thomas Realty, LLC 10/2014 to Current Pickens, SC



Resume

568 views



Thomas Realty, LLC

Pickens, SC

- Represent buyers, sellers and investors in the selling or purchasing properties.
- Follow real estate transactions through closing while working closely with buyers, sellers, contractors, attorneys and other realtors.
- Prepare Certified Market Analysis (CMA) for clients looking to sell their homes.
- Research properties and other court documents.
- Perform all clerical duties when listing properties and working with buyers.

Realtor

05/2013 to 10/2014

Community First Real Estate

Easley, SC

- Same as above.

Manager

06/2008 to 07/2010

Wonderful Women Consignment Boutique

Greenville, SC

- This was a family owned business.

- Managed 3,500 sq ft retail consignment shop with over 500+ consignors.
- Maintained consignment shop point-of-sale (POS) software program.
- Networked computer systems.
- Data entry of all incoming merchandise and accounts.
- Interacted with consignors and customers.
- Processed monthly consignor payouts.

Administrative Assistant/Construction Coordinator

09/1994 to 05/1999

Burgess Builders, Inc.

Simpsonville, SC

- Scheduled all aspects of construction of new homes in numerous subdivisions.
- Operated Motorola two-way radio communication system.
- Tracked job cost (manually/computer).
- Accounts Payable/Accounts Receivable.
- Prepared quotes and ordered all building materials.
- Dealt with subcontractors daily, visited and monitored job sites.
- Prepared closing packages and home warranties with Home Buyers 2-10 Warranty Program.
- Worked directly with Duke Power to build the first Smart Home in the Upstate.
- Dealt with home buyers throughout construction of their new homes.
- Scheduled walk through/punch lists with homeowners and subcontractors after purchase.
- Performed all clerical and administrative duties in operation of a daily office environment.

During my employment with Burgess Builders, Inc., we would have periods of time during the year that was slower than normal. During these periods, Mr. Burgess had an agreement with the flooring company that installed all of his



Resume

568 views

normal. During these periods, Mr. Burgess had an agreement with the flooring company that installed all of his floorcovering for me to work with them for a continued source of income. The company was Westside Carpet Center, Greenville, SC. This agreement was valid until they sold the business to new owners.

Estate Clerk I 09/1993 to 09/1994
Greenville County Probate Court Greenville, SC

- File and copy (microfiche, microfilm and paper).
- Research.
- Issued Marriage License.
- Maintained and serviced all copy equipment.
- Covered switchboard for receptionist.
- Transcribed dictation from Dictaphone for Probate Court Judge in the absence of her Judicial Assistant.
- Trained as office floater.

Receptionist/Secretary 07/1990 to 09/1993
Ed Burgess Co., Inc Simpsonville, SC

- Performed all general clerical/secretarial duties associated with a real estate and construction office.
- Maintained four model homes in one of the largest, custom built starter home subdivisions in the Upstate.
- Assisted contractors with ordering materials and scheduling construction.
- Assisted new homebuyers during the construction process of their new home.

Data Entry Clerk 07/1989 to 04/1990
MCI, Inc. Greenville, SC

- Data entry for all of Greenville MCI, Inc., Customer Service Department on two separate computer systems.
- Data entry for all local college accounts.
- Entered all information for Loss Prevention Dept.
- All clerical duties required in an office environment.

Receptionist 08/1987 to 07/1989
Ed Burgess Co., Inc. Greenville, SC

- Performed all general clerical/secretarial duties.
- Created all advertising for local newspapers, Real Estate Book and Real Estate Guide.
- Coordinated all information that was sent to Multiple Listing Service on all properties.

- Assisted realtors with any research needed.

Mr. Burgess also owned The Wallpaper and Decorating Center, Inc. in Mauldin, SC. I assisted in the operations and management of that company for approximately four months.

Education

Resume

568 views



- Coordinated all information that was sent to Multiple Listing Service on all properties.

- Assisted realtors with any research needed.

Mr. Burgess also owned The Wallpaper and Decorating Center, Inc. in Mauldin, SC. I assisted in the operations and management of that company for approximately four months.

Education

Professional Certificate: Real Estate	2013
Wyatt Institute of Real Estate	Greenville, SC
Criminal Justice	2012
Greenville Technical College	Greenville, SC
Completed 12.0 credit hours towards degree. Member of the Spring Semester 2012, Dean's List	
Office Systems Technology/Bookkeeping	1993
Greenville Technical College	Greenville, SC
Completed 27.0 credit hours towards degree, GPA 3.63	
Professional Certificate: Real Estate	1988
Wyatt Institute of Real Estate	Greenville, SC
GED	1986
Greenville County School District/State of SC	Greenville, SC
Certificate: Fashion Modeling Techniques	1984
Greenville Technical College, Continuing Education Dept	Greenville, SC

Professional Memberships/Committees

- Current member of Greater Greenville Association of Realtors, Western Upstate Association of Realtors and National Association of Realtors.
- Current member of American Association of Notaries.
- School Improvement Council (SIC) member for Pickens Middle School. 2013- Present.



Resume

568 views