

Enricka Marshall
2400 Fallingwater Lane
Memphis, TN 38106
901-871-5215

Marshallenricka@yahoo.com

Skills and Qualifications: Have good communication skills, Team player, and a reliable person to get the job done, dependable with organizational skills.

- **Medical Terminology**
- **10 Key**
- **HIPAA Compliance**
- **Microsoft Office**
- **Management Skills**

Education History:

Alcorn State University
Nursing Field

Lorman, Miss.
2015 - 2017

Awards: Dean List, Honor Roll, and Academic Excellence

Douglass High School:

Dual Enrollment, classes that high school students receive for college credits, Management and Business classes were available for college credits.

Memphis, TN.
Graduation 2015

Employment:

LaQuinta Inn Suites
Housekeeper

Memphis, TN
2016 – Laid off

Refresh checkout rooms, clean rooms, restock area like the bathroom with toilet tissue, fresh towels, put fresh sheet on the bed and so on.

Peabody Hotel
Internship in Management

Memphis, TN
May 2015

Mostly work with the managers seeing how the business is ran on a daily day to day task, communicated with the housekeepers organizing schedules on a daily routine. Also help the housekeepers with their daily clean –up task.

SONIC
Carhop

Memphis, TN
June 2014 – Aug. 2015

As a Carhop at Sonic my responsibilities and duties, were to make drinks ice cream soda or Sundae and to take the customer their order.

References Available Upon Request

