

# Aliya Gray

## **Lunch Teacher**

Philadelphia, PA

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+1 215 892 4212

Dedicated dental professional with strong work ethic, superb customer service skills and excellent verbal communication

Authorized to work in the US for any employer

## Work Experience

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### **Lunch Aide and substitute afterschool teacher**

Wissahickon Charter School - Philadelphia, PA

August 2018 to Present

provide care and serve lunches

maintain lunch room

supervise kids K-8

help out with homework

play activities

### **Cashier/Stocker**

Dollar General - Philadelphia, PA

August 2018 to September 2018

Re stock merchandise

provide customer service

cash handling

### **Delivery Driver/Customer Service**

Amazon Prime EFS - King of Prussia, PA

January 2018 to February 2018

Pick items, prepare truck for delivery

Deliver packages with care and customer service in a timely manor

### **Seasonal Warehouse Associate**

Unite Parcel Services - Philadelphia, PA

January 2017 to November 2017

\* Assist driver with delivering packages in a timely manor

\* Provide customer service

### **Temporary Warehouse Associate**

Lyneer staffing solutions - Philadelphia, PA

August 2017 to October 2017

- \* Perform functions as stocking items, pick items and prepare them for shipment
- \* Maintain work area

### **Temporary Warehouse Associate**

Accu Staffing Services - Camden, NJ

June 2017 to August 2017

- \* Perform functions as stocking items, pick items and prepare them for shipment
- \* Maintain work area

### **Scheduler, Receptionist**

Dental Dreams - Philadelphia, PA

March 2017 to May 2017

- \* Answering phones, schedule and reschedule appointments, make outbound calls to confirm appointments
- \* Maintain cleanliness of office

### **Delivery Driver**

Unite Parcel Services - King of Prussia, PA

January 2017 to February 2017

- \* Pick items, prepare truck for delivery
- \* Deliver packages with care and customer service in a timely manner

### **Crew member**

Taco Bell - Philadelphia, PA

April 2016 to October 2016

- \* Performed functions as a cashier and handled money transactions
- \* Prepared and assembled menu items
- \* Adhered to all food safety policies and procedures
- \* Maintained cleanliness and sanitation of restaurant

### **Dental internship**

Access Dental Center - Upper Darby, PA

June 2016 to September 2016

- \* Answering phones, recorded messages, made outbound calls to confirm, scheduled and rescheduled appointments
- \* Registering the patients, verifying insurance
- \* Preparing patient for x-ray
- \* Created and filed charts
- \* Sterilized and packaged instruments
- \* Assisted dentist with extractions and suctioning
- \* Setup exam trays and break down operations

## **Education**

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### **Diploma**

Harris school of business - Upper Darby, PA

September 2016

## Skills

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- Infection control (Less than 1 year)
- Sterilization (Less than 1 year)
- stocking (4 years)
- Cash Handling (2 years)
- Receptionist (2 years)
- retail sales (1 year)
- Teaching (Less than 1 year)

## Certifications and Licenses

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### **Driver's License**