

Home Health Aid Home Health Aid Medford, NY Reliable and trustworthy data base administrator. Experience with multitasking, organizing files, making and receiving phone calls as a clerk typist. Motivated and helpful sales cashier at retail stores. A consistently positive and friendly car dealer receptionist, committed to reaching business goals and achieving high levels of customer satisfaction. High energy and outgoing hostess, with dedication to positive guest relations and guest desires. High volume dining, customer service and cash handling background. Authorized to work in the US for any employer Work Experience Home Health Aid Horizon Homecare - Bay Shore, NY May 2018 to December 2018 I worked for a couple both in wheel chairs, I cleaned their apartment, went food shopping for them and ran errands for them. Housing and Human Services Brookhaven Town Hall - Farmingville, NY June 2016 to November 2017 Clerk Typist Brookhaven Town Hall - Farmingville, NY May 2016 to June 2016 Data entry, answering phones, organizing files, scanning, file check list, and front desk. Customer Service Representative Lowes Home Improvement Stores - Medford, NY March 2016 to May 2016 Hostess H2O - Smithtown, NY April 2015 to September 2015 Busser H2O Seafood & Sushi - Smithtown, NY April 2015 to September 2015 Cashier/Customer Service Sports Authority - Riverhead, NY September 2014 to December 2014 Hostess Blue - Blue Point, NY May 2014 to September 2014 Database Administrator Suffolk County Board of Elections - Yaphank, NY May 2012 to August 2012 Sales and Cashier Pacific Tanning - Rocky Point, NY August 2011 to October 2011 Hostess Lombardi's on the Bay - Patchogue, NY February 2011 to April 2011 Receptionist and File Organizer Riverhead Auto Mall - Riverhead, NY December 2010 to February 2011 Education Esthetics New York Institute of Beauty - New York, NY 2012 to 2013 High School Diploma Patchogue-Medford - Medford, NY 2008 to 2011 Skills Highly responsible, quick problem solver, works well under pressure, ability to motivate others, excellent communication skills, self-motivated, goal-oriented, cheerful and energetic, strong work ethic, cash register familiarity, perfect attendance record, flexible, dedicated team player, sales experience, data entry and reliable. Certifications/Licenses Laser Hair Removal March 2014 to Present Make-Up October 2014 to Present Microdermabrasion September 2014 to Present Clerk Typist June 2017 to Present I passed the Suffolk County Civil Service, Clerk Typist test. Drivers License Additional Information Graduate

of Patchogue-Medford High School, Class of 2011. Coursework in Marketing and Advertising.
Coursework in Computer Keyboarding. Coursework in Business Finance Certificate in laser hair
removal and microdermabrasion Course work in esthetics (facials, layers of the skin, diseases of
the skin, ect.) Course work in waxing Course work in make-up

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