

Kaleesa Thanasouk

Portland, OR

kaleesa.thanasouk@gmail.com - (503) 407-6491

WORK EXPERIENCE

Home Caregiver

Oregon DHS Aging and Disability Services - Portland, OR - June 2012 to August 2013

- Provided help to client with everyday jobs involving grooming and personal hygiene
- Assisted with everyday living activities containing; light cleaning, giving dining services and doing laundry
- Attended social trips with client at the same time as ensuring their safety
- Attended group activities for social pleasure and learning
- Notified social workers of changes in state of client and suggested adjustments in level of care and service
- Worked together with client's family and gave status updates

Child Care Provider

Purdum Residence - Portland, OR - January 2010 to August 2013

- Oversee child's intellectual, psychological and hygiene needs
- Provide care for infants and toddlers including changing, feeding and comforting
- Planned activities and play area for toddlers
- Set up cribs or mats for infants
- Served snacks to children and monitored throughout snack time
- Cleaned play and snack area at closing time
- Returned toys and mats to selected area

Customer Service Associate

VoiceCurve - Portland, OR - December 2009 to July 2010

- Answer the incoming calls, greet the caller in polite tone and respond to his requests or queries
- Provided assistance to the callers by responding to their requests
- Paid attention to the caller's requests and transfer the incoming calls to concerned authorities or take down the message on their behalf
- Maintain a log book with the caller details, time, subject of discussion, concerned authority/department etc
- Maintain secrecy in terms of confidential and sensitive subject matter of the organization

Dining Room Attendant

Seattle Waterfront Marriott - Seattle, WA - September 2008 to October 2009

- Provided dining service for patrons at fine dining establishment
- Took orders
- Served meals

- Set and cleared tables
- Dealt with the exchange of bills and money at fast-paced breakfast and lunch restaurant
- Scheduled dining reservations
- Arranged special services for diners

EDUCATION

Baking and Pastry

Art Institute of Seattle - Seattle, WA

2007 to 2009