**Nataiya Rounds**

**Portland, Oregon 97220**

**(503) 750-3551 nrounds94@gmail.com**

**Highlights**

* Experience in working with the public and meeting customer’s needs.
* Working with diverse people.
* Alpha/numeric filing.
* Distribute mail internally/prepare outgoing mail.
* Ability to take and give accurate directions and information.
* Team player with excellent written and verbal communications skills.

**Work Experience**

**Melissa Ayon \*DHS 12/29/12-07/04/12**

* Child care provider.
* Ensure clean and healthy environment for the children.
* Prepare meals.
* Provided homework assistance.
* Changed diapers.

**Mary Harrison \*Private 10/13/2012-07/01/2011**

* PCA(Personal Care Assistant)
* Provide companionship.
* Provide transportation to and from medical appointments/and or errands.
* Light housekeeping/meal preparation.
* Assist in daily Activities and personal hygiene needs.
* Assist in meal preparations and feeding.
* Assist in medical appointments.
* Transportation.

**Volunteer Work**

**People’s Bible Church 12/24/2011-09/01/2011**

* Meal preparation.
* Greeted customers.
* Cleaning.

**Library Media Aide**  **06/01/2012-09/07/2010**

* Made copies of documents
* Alpha/numeric filing.
* Distribute mail internally/prepare outgoing mail.
* Sort and open incoming mail.
* Faxed completed information.
* Basic computer skills

**Education**

James Madison; Diploma 2012

*References Available upon Request*