

Charmaine Young

Volunteer - G&W Daycare center

Suitland, MD

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202-510-6737

My long objective is to obtain a rewarding career in an entry level position to perform my work skills strengths and capabilities.

Willing to relocate: Anywhere

Authorized to work in the US for any employer

Work Experience

Volunteer

G&W Daycare center - Landover, MD

2007 to Present

- Monitor the safety of children
- Organize activities and lesson plans for the children to ensure knowledge and interest
- Develop schedules and daily routines, and keeps record of child growth and progress
- Perform reception work

Data Entry Clerk

Michael Baker International - Alexandria, VA

September 2016 to November 2017

- Open mail and sort by states and regions
- Entered the cases(mail) into a online database then prep the cases to be scanned
- Scanned the cases into a high speed scanner for a good quality image with no mistakes
- Then reassemble the physical documents into original form

Manager/Hair Stylist

George Washington University Hospital - District Heights, MD

November 2016 to October 2017

- Led and developed a creative team of enthusiastic stylist to help achieve the salon goals
- Created an environment that encouraged outstanding customer service and satisfaction and assisted with increasing the financial targets
- Provided oversight of the business including recruiting, interviewing, hiring, terminating, training, and promoting
- Managed the computer system for client records, inventory, scheduling, consults, calendars, and employees and customer database
- Performed reception duties and operated the cashier

Data Entry/Scanning Clerk (Temp)

Environmental service worker

George Washington University Hospital - Washington, DC

July 2016 to October 2017

- Maintained environmental and infection control standards within established policies and procedures of the health care center
- Performed a variety of general cleaning task to maintain patient rooms, offices, hallways, and other assigned areas of the facility
- Mop
- Sweep
- Vacuum

Store checker

DECA at joint base Andrews Air force Base - Andrews AFB, MD
October 2015 to August 2016

Pay Grade: GS3

- Greeted and provided good customer service for the USA army personnel entering the establishment
- Operated and electric checkout system and self check-out registers
- Counted money in the cash drawers at the beginning and end of each shift to ensure that the amounts are correct and adequate
- Assisted customers by answering questions and concerns about pricing, identification and locations of the items
- Received payments by cash, check, credit card, vouchers, or automatic debits
- Issued receipts, refunds, exchanges, credits, or change due to customers

Education

medical

Fortis college - Hyattsville, MD
February 2018 to Present

Suitland High School - District Heights, MD
August 2004 to June 2008

Skills

DATABASE, SCANNER, DATA ENTRY, EXCEL, FILING

Additional Information

Qualifications and Skills:

Microsoft Excel, Microsoft Word, Microsoft Outlook, 10-key calculator, Data Entry, and Imaging, Cola's Online database, Fax Machine, type 40-45wpm, and Maintained filing systems, high speed scanner, HP flatbed scanner