Keleke Burgess

DeSoto, TX

keleke1990@gmail.com

9723027312

Work Experience

**Caregiver**

TEAM - Dallas, TX

October 2016 to Present

Assisting with personal care: bathing and grooming, dressing, toileting, and exercise Basic food preparation: preparing meals, shopping, housekeeping, laundry, and other errands General health care: overseeing medication and prescriptions usage, appointment reminders and administering medicine Mobility assistance: help with getting in and out of a wheelchair, car or shower Personal supervision: providing constant companionship and general supervision Transportation: driving to and from activities, running errands, and help getting in and out of wheelchair-accessible vehicle Emotional support: being a stable companion and supporter in all matters personal, health-related and emotional

**Hostess**

Hyatt - Port of Spain

January 2013 to August 2013

• Greet guests as they arrive at the hotel according to established protocols and greeting scripts • Inquire into guests’ reservation statuses and verify them from the front desk or the reservation system • Take and record guests’ information into the system and ensure that they are provided with keys to assigned rooms in a quick manner • Coordinate services to ensure that guests’ are properly checked in and that their luggage is taken to their rooms by assigned bellboys • Respond to guests’ questions regarding services and facilities offered by the hotel and encourage them to take part in them • Ascertain that all paperwork is properly logged and that all accounting procedures are in order • Provide guests with information about the regulations and rules of the hotel and ensure that these rules are followed properly • Arrange for external services such as cabs for guests and ensure that they are made aware of tourist places in and around the city • Coordinate efforts with suppliers and vendors to ensure timely and efficient delivery of supplies and equipment required at the front desk

**Preschool Teacher**

ABC international kindergarten - Degla,Egypt

August 2012 to January 2013

1) Provide a variety of materials and resources for children to explore, manipulate and use, both in learning activities and in imaginative play. 2) Attend to children's basic needs by feeding them, dressing them, and changing their basic needs. 3) Teach basic skills such as color, shape, number and letter recognition, personal hygiene, and social skills. 4) Establish and enforce rules for behavior, and procedures for maintaining order. 5) Read books to entire classes or to small groups. 6) Organize and lead activities designed to promote physical, mental and social development, such as games, arts and crafts, music, storytelling, and field trips. 7) Observe and evaluate children's performance, behavior, social development, and physical health.

**Caregiver**

Council care - Middlesex

September 2007 to March 2011

Offered long term care for a paraplegic. Administered meds Made breakfast Assisted with daily personal care.

Education

**Bsc criminology and psychology in Sciences**

Kingston university - London, England

August 2010 to September 2011

**BTEC in Applied science**

West Thames college - London, Greater London

September 2008 to July 2010

**High school or equivalent**

Hounslow manor school

September 2004 to June 2007