

Brittany Ward

Philadelphia, PA - Email me on Indeed: [indeed.com/r/Brittany-Ward/8335542939c008f6](https://www.indeed.com/r/Brittany-Ward/8335542939c008f6)

WORK EXPERIENCE

Housekeeping

Cornerstone Health Care - Warrington, PA - March 2016 to Present

Responsibilities

Laundry, spa-upkeep, tasked with keeping exercise equipment and areas clean, and other janitorial tasks

Skills Used

Though I have been at this job a short time, I have immersed myself into the cornerstone family, showing friendliness, willingness to take constructive criticism, ability to follow directions and pick up quickly on new tasks and quickly learning to operate different machines and cleaning equipment.

Front Desk Receptionist

Arcadia University - Glenside, PA - January 2015 to Present

Responsibilities

Answer the phone, swipe IDS, work special events held at the school, give directions, etc

Accomplishments

I helped Arcadia be able to better keep a count of those coming in and out of the school, helped parents of athletes, helped students.

Skills Used

Friendliness, knowledge of the campus and schedules of multiple events, alertness

Badging Specialist

The Free library of Philadelphia - Philadelphia, PA - July 2014 to August 2014

Responsibilities

I was responsible for coming up with tasks for middle school children to complete that would display certain soft skills that wouldn't necessarily appear on a resume. With the completion of these tasks they would earn an electronic "badge" which they could eventually use to replace a resume or even when applying to high schools and colleges.

Accomplishments

I helped my coworkers come up with tasks that could hold the attention of middle school students, that were also fun for them. I helped children see certain skills that they weren't aware they possessed. I learned to work in groups better and with younger children.

Skills Used

Team work, brainstorming, patience, creativity

EDUCATION

BA in Psychology

Arcadia University - Glenside, PA

2014 to 2018

High school or equivalent

John W hallahan catholic girls high - Philadelphia, PA

2010 to 2014