

leashia Brown

Housekeeping

Philadelphia, PA - Email me on Indeed: [indeed.com/r/leashia-Brown/f8adadd7a91d2091](https://www.indeed.com/r/leashia-Brown/f8adadd7a91d2091)

To obtain a position with an organization which will utilize as well as expand my skills and experience while providing an opportunity for growth and advancement.

Willing to relocate to: Philadelphia, PA - Philadelphia, PA

Authorized to work in the US for any employer

WORK EXPERIENCE

Housekeeping

Liacouras Center - Philadelphia, PA - September 2012 to March 2014

Clean stadium, hallways, restrooms, corridors, elevators, stairways, and other areas in accordance with health standards; sanitize restrooms and replenish toiletry supplies; gather and dispose of trash and debris in designated disposal areas; vacuum carpets and mop floors; maintain inventory of cleaning chemicals and equipment; and assist with other tasks as requested by supervisor

Teachers Assistant/Secretary

Michelle's Daycare - Philadelphia, PA - June 2010 to April 2011

Provided a variety of materials and resources for children to explore, manipulate, and use, both in learning activities and in imaginative play; attended to children's basic needs by feeding, dressing, and changing diapers; served meals and snacks in accordance with nutritional guidelines and prepared formula; and maintained a safe environment for children

Administrative Assistant (Intern)

Germantown EARN Center - Philadelphia, PA - April 2010 to June 2010

Greeted customers, vendors, and visitors and provided assistance with inquiries; answered calls and directed callers to appropriate staff; and opened, sorted, and distributed incoming correspondence, including faxes and emails

Cashier

KFC - Philadelphia, PA - July 2007 to October 2007

Greeted customers and provided assistance with menu selection; recorded and relayed food orders; compiled food and beverages on trays and in takeout packaging; handled monetary transactions including cash, credit, and debit card purchases; recorded daily transaction amounts from cash register to balance cash drawer; and maintained clean and orderly register area

SKILLS

microsoft office (10+ years), Powerpoint (Less than 1 year), cashier (10+ years), Customer Service Skills (10+ years)

ADDITIONAL INFORMATION

SUMMARY OF SKILLS AND QUALIFICATIONS

- * Successful experience providing customer service with ability to solve problems, handle special requests, and ensure satisfaction
- * Experienced in food service and kitchen operations in a fast paced setting
- * Skilled in all areas of housekeeping with ability to utilize related equipment and a strong attention to detail
- * Computer literate with knowledge of various software program, Internet, and related search engines