

DeChantel Rivera-Suarez

Philadelphia, PA - Email me on Indeed: [indeed.com/r/DeChantel-Rivera-Suarez/45e254452967c349](https://www.indeed.com/r/DeChantel-Rivera-Suarez/45e254452967c349)

Authorized to work in the US for any employer

WORK EXPERIENCE

Nursing Assistant

Private Duty - Philadelphia, PA - January 2015 to Present

Responsibilities

- Bedbath
- Prepare Meals
- Grocery Shopping
- Light Housekeeping
- Change Diaper
- Companion

Cabin Service Agent

Delta Global Services - Philadelphia, PA - February 2009 to December 2009

Cleaned the seats and cross the seat belts

- Cleaned the windows
- Cleaned the kitchens
- Cleaned the bathrooms
- Vacuumed the floor
- Took all trash off the aircraft
- Made the aircraft presentable for the passengers

Front-Desk Receptionist

Ralston/Mercy-Douglass House - Philadelphia, PA - August 2008 to February 2009

Acknowledge and greeted everyone who entered and leave the building

- Answered the phone promptly
- Maintained a positive attitude and contribute towards a quality work environment
- Made copies, faxed documents, and filed documents

Customer Service Assistant

JC Penney - King of Prussia, PA - March 2005 to June 2007

Handled all cash and credit card transactions

- Monitor supply of women's clothing and jewelry
- Shelf and rack stocking
- Provide Customer Service
- Receive and disburse money
- Operate a cash register
- Answer customers questions
- Greet customers
- Maintain clean and orderly checkout area
- Process merchandise returns and exchanges

EDUCATION

Samuel Fels High School - Philadelphia, PA

SKILLS

Customer Service Skills (2 years), Housekeeping (1 year), Receptionist (Less than 1 year), Basic Computer Skills (1 year), Child Care (5 years)

ADDITIONAL INFORMATION

Qualifications:

Motivated, Dedicated to my work, Hardworking, Adapt to any changes, Customer service, Housekeeping