

Erica Roscoe

Philadelphia, PA - Email me on Indeed: [indeed.com/r/Erica-Roscoe/e87d72078cb7acdd](https://www.indeed.com/r/Erica-Roscoe/e87d72078cb7acdd)

Experienced in housekeeping with strong organizational skills in all areas of housekeeping with strong ability to multi tasking, solving problems, handle special requests, and ensure satisfactory.

Authorized to work in the US for any employer

WORK EXPERIENCE

Housekeeping

DMI, Inc. - Philadelphia, PA - February 2014 to March 2016

Responsibilities

Cleaned bedrooms living rooms kitchen bathrooms vacuumed carpets sweep and mopped floors waxed hardware floors also wiped windows mirrors tables chairs restocked bathroom supplies of needed

Clerical Assistant

Office of the mayor of Philadelphia - Philadelphia, PA - July 2008 to September 2010

Responsibilities

Answering incoming calls and directed callers to appropriate departments or requested staff members; copied, filed, and faced documents; and performed all general office administration tasks

Housekeeping

Crystal Cleaning Company - Philadelphia, PA - December 2006 to August 2009

Responsibilities

Cleaned all areas of private homes as assigned including sweeping and mopping floors and vacuuming carpeted areas, moving furniture, hanging drapes, and rolling carpets when requested; sanitized restrooms and replenished supplies as needed; and gathered and disposed of trash and debris in designated disposal areas

Waitress/Cashier

Ms Dodson Restaurant - Philadelphia, PA - December 2001 to February 2004

Responsibilities

Greeted guests and provided information on menu items and food preparation techniques; recorded food orders and served food and beverages in a timely and efficient manner; prepared guest checks and handled monetary transactions including cash and credit card purchases; and assisted with maintaining cleanliness of food, serving, and public areas

EDUCATION

Overbrook High School - Philadelphia, PA

1999 to 2002

AWARDS

P and A Nursing Certificate of Completion

November 2007

Erica Roscoe Has successfully completed 320 Hours of Nursing Assistant Training Program

P&A Nursing Second Honors

November 2007

Erica Roscoe Awarded Second Honors

P and A Nursing Certified of Completion

November 2007

HIV and AIDS Protecting Yourself In Health Care

P and A Nursing School, Inc

August 2007

Erica Roscoe Grade 87.7 Final Average Grade B Clinical Rotation Grade I did a very good job in class also clinical will become a very good CNA

P and A Nursing

November 2007

OSHA Rules and Regulations In Health Care

P and A Nursing

November 2007

HIPPA PRIVACY ACT In Health Care

CERTIFICATIONS**Certified Nursing Assistant**

November 2007 to November 2016