

# Diana Agee

Philadelphia, PA - Email me on Indeed: [indeed.com/r/Diana-Agee/63e6827395cbd5d5](https://www.indeed.com/r/Diana-Agee/63e6827395cbd5d5)

I have a little experienced in sales and housekeeping  
Authorized to work in the US for any employer

## WORK EXPERIENCE

### Housekeeper

Self - Philadelphia, PA - September 1998 to Present

Checked hallways or corridors, lobbies and lounge rooms, stairways and elevators, bedrooms, restrooms and offices to determine areas that needed special or thorough cleaning.

- Swept mopped, stripped, or waxed floors and vacuumed carpets, rugs, upholsteries and draperies.
- Removed dirt or stains from walls, floors and furniture.
- Dusted or wiped furniture, wall hangings, and fixtures.
- Cleaned metal and glass surfaces.
- Emptied trash receptacles and ashtrays, and transported trash or waste to disposal area.
- Made beds, changed linens and collected used or soiled laundry for washing.
- Sanitized kitchen or food preparation areas and bathrooms.
- Maintained inventory of bedroom and bathroom amenities and replenished supplies.
- Prepared rooms for meetings, arranged decorations, media equipment, and furniture for social or business functions.
- Cleaned surrounding area or building premises and disposed of trash, fallen leaves and debris.
- Kept storage areas and carts well-stocked, clean and tidy.

### BABY SITTER/ NANNY

Self - Philadelphia, PA - September 1998 to Present

Received instructions from parents in regard to children's needs and concerns for the day.

- Engaged children in play activities or monitored their behavior and interaction with other kids and siblings.
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- Accompanied children in walks and other outings.
- Regulated rest periods or naps.
- Instructed children in the practices of personal cleanliness and self-care.
- Cleaned rooms and kept children's quarters neat and tidy.

Discussed with parents any signs of ill health, emotional disturbance or disciplinary problems

### Model

John Casablanca's Modeling and Career Philadelphia, PA 02/2012 to present

- Modeled garments, such as dresses, coats, underclothing, swimwear, and suits, for garment designers, sales personnel, and customers.
- Dressed in sample or completed garments.
- Stood, turned, and walked to demonstrate features, such as garment quality, style, and design, to observers at fashion shows, private showings, and retail establishments.
- Informed prospective purchasers as to model, number, and price of garments and department where garment can be purchased.
- Selected own accessories

### Cashier

Wendy's - Philadelphia, PA - September 2000 to December 2000

Received food or drink orders from customers, depressed keys of multi-counting machine or entered prices of items in computerized register, and relayed information to kitchen staff.

- Totaled amount including tax and coupon discounts, accepted payment, and gave change, and issued receipts.
- Processed customers' credit and debit cards in payment for purchases.
- Selected requested food items or drinks from serving or storage areas and placed them on serving trays or takeout bags.
- Assisted in cooking hot foods, preparing hot and cold drinks, making sandwiches, and apportioning them in accordance to customers' requests.
- Notified kitchen personnel of shortages and special orders.
- Answered questions and resolved problems or complaints.
- Counted money in cash register, compared it with cash receipts, and endorsed amount to head manager at end of shift.

## EDUCATION

### **Home Health Aide Certification in Home Health Aide, CPR, First Aide, Range Of Motion**

Taking Time To Care - Upper Darby, PA

2016 to 2016

### **None in Ged**

Hope Partnership - Philadelphia, PA

2015 to 2016