

# Jasmine Wright

Upper Darby, PA - Email me on Indeed: [indeed.com/r/Jasmine-Wright/ce1ac6de73e8a844](https://www.indeed.com/r/Jasmine-Wright/ce1ac6de73e8a844)

Seeking to obtain Career Advancement and Professional Growth with a growing Organization that will enable me to use my professional skills and abilities to further the companies' success.

## WORK EXPERIENCE

### Housekeeping

Abington Memorial Hospital - Abington, PA - January 2015 to April 2016

#### Responsibilities

Greet patients, dust, mop, clean and sanitize rooms and waiting areas.

#### Accomplishments

I started off casual and became full time.

### Security Officer

securitas - Philadelphia, PA - September 2014 to February 2015

#### Responsibilities

Each day at the job I would watch the monitors. I would greet everyone and make sure visitors sign in. I would answer the phones and log everything that happen on my shift on the log book.

#### Accomplishments

I learn a lot, how to approach people that's very anger and to react to their behavior.

#### Skills Used

my people skills: I am a very outgoing friendly person. But it's also a time where I have to put my feet down being a officer. There are rules people have to follow.

### Front Desk Clerk

Palmetto health hospital - Columbia, SC - June 2014 to December 2014

#### Responsibilities

Check patients in

Make appointments

Scan documents

Answer phones

### Front Desk Clerk

Best Western - March 2010 to October 2013

- check guest in, check guess out
- copy, fax
- book reservation, and keep a daftest work place

### Package Handler

United Parcel Service - Philadelphia, PA - June 2009 to October 2013

Daily worked varying shifts, additional hours, overtime as needed..

- Assist in inspecting, organizing, and moving packages.

- Proficient using computer and other data device including hand scanner.
- Worked independently and was relied on to complete multiple daily tasks.

### **Prime Flight Aviation Services / Customer Service**

Philadelphia Airport - Philadelphia, PA - 2009 to 2010

Respond and resolve customer inquiries and problems.

- Assist customers with directions, complaints, questions, and issues on a daily basis.
- Interact with customers on the phone or face-to-face.
- Proficient conducting research in looking up information for the customer.

### **File Clerk**

Delaware County Memorial Hospital - Drexel Hill, PA - August 2007 to February 2008

Experienced creating, processing, and managing file records as necessary.

- Quickly responded to questions and inquires about records and files.
- Interacted with customers on the phone or face-to-face.
- Performed general duties such as typing, operating office computer, and sorting mail.

### **EDUCATION**

#### **High School Diploma in General Studies, Cosmetology, Business**

Upper Darby High School - Drexel Hill, PA

2005 to 2009

### **ADDITIONAL INFORMATION**

#### **SKILLS**

Administration, Analytical, Comprehension, Trustworthy, Reliable, Quick Learner, Motivated, Professional, Microsoft Office software including Word, and Excel, Typing, Dependable, Organized, Customer Service