

Anesha Davis

Wilmington, DE - Email me on Indeed: [indeed.com/r/Anesha-Davis/54fd5e2ab633af32](https://www.indeed.com/r/Anesha-Davis/54fd5e2ab633af32)

To obtain a position working in a fast paced environment that will challenge my educational and job skills abilities.

WORK EXPERIENCE

Housekeeping

Westin Hotel - Wilmington, DE - April 2014 to July 2015

Responsibilities

Performs routine duties in cleaning and servicing of guest rooms and baths under supervision of housekeeping supervisor. Room attendant promotes a positive image of the property to guests and must be pleasant, honest, and Friendly

Sears Outlet - October 2011 to November 2012

Merchandize prep: floor associates with the task of processing damaged goods and merchandise transfers.

Youth Counselor

Delaware Technical Community College - June 2010 to August 2010

Supervised 16 to 20 youth, assistant in physical activities, and displayed enthusiasm, sense of humor, patience, and self-control.

Material Management Distribution

Christiana Care Hospital - June 2009 to August 2009

Picker: Responsible for gathering medical supplies such as: gloves, basins, lotions, and bedpans etc. from storage, prepared and recorded supplies

Integrity Staffing - November 2008 to December 2008

Picker: Gather and Sort Material

Administrative Assistant

RE WILLIAMS TAX FIRM - Wilmington, DE

Responsibilities

Provided telephone support, received and directed visitors, word processing, and filing. Communicated effectively, maintain organization, and trained other staff members.

EDUCATION

Newark High School - Newark, DE
June 2009

SKILLS

Administrative Assistant (2 years)

ADDITIONAL INFORMATION

SKILLS PROFILE

Excellent communications skills

Problem solving ability

Responsible work ethics