

Erica Moyett

Philadelphia, PA - Email me on Indeed: [indeed.com/r/Erica-Moyett/aeb5badf5b934268](https://www.indeed.com/r/Erica-Moyett/aeb5badf5b934268)

Authorized to work in the US for any employer

WORK EXPERIENCE

Receptionist/Secretary

Dental Dreams - January 2014 to July 2015

Responsibilities

- * Answer phones politely and schedule appointments.
- * Create new patient folders/ update existing.
- * Verify insurance/ collect payments.
- * Clean & keep office organized.
- * Maintain knowledge of policies and procedures.

Accomplishments

I made sure all patients were recognized and taken care of in an orderly fashion. I was often complimented on my personality and making everyone feel welcomed. A bright smile & positive attitude reflected greatly on the company.

Skills Used

- * Excellent customer service skills
- * Computer skills
- * Excellent communication skills
- * Cleanliness & organized

Cashier/Sales Associate

Modell's Sporting Goods - Philadelphia, PA - March 2013 to December 2013

Responsibilities

- *Greet customers and ascertained what each customer needs or wants.
- *Maintained knowledge of current sales and promotions, policies regarding payment and exchanges and security practices.
- *Recommended, selected, and helped locate or obtain merchandise based on customers needs or desires.
- *Receive payments by cash, check, credit, or credit cards, vouchers, or automatic debits.

Accomplishments

I had alot of impact on my co workers. My efforts and great accomplishments during tasks and duties reflected on company and team members. I was often acknowledged and received great comment cards from customers and cooperate due to my hard work and effort.

Skills Used

- *Excellent customer service skills
- *Interpersonal skills
- *Excellent communication skills
- *Computer skills

Physical Therapy Assistant

Philadelphia Accident & Injury Center - Philadelphia, PA - November 2011 to March 2012

Responsibilities

- *Instructed, motivated, safeguarded, and assisted patients as they practice exercises or functional activities.
- *Observed patients during treatment to compile and evaluate data on their responses and progress.
- *Secured patients into or onto therapy equipment.

Accomplishments

I enjoyed helping each individual, making them feel comfortable and helping them physically to improve their conditions.

Cashier/Sales Associate

Olympia Sports - Philadelphia, PA - April 2009 to July 2011

Responsibilities

- *Recommended, selected, and helped locate merchandise based on customers needs or desires.
- *Maintained knowledge of current sales and promotions.
- *Greeted customers
- *Stocking and keeping store clean and organized for an excellent presentation.

Accomplishments

My hard work and dedication had an impact on other individuals I worked with. I was acknowledged by customers & also the managers who frequently gave me great compliments and positive comment cards.

Skills Used

- *Excellent customer service skills
- *Excellent communication skills

Housekeeping

Calvert Cliffs Nuclear Power Plant - Calvert County, MD - January 2007 to March 2007

Responsibilities

Was temporary for outage only***

- *Serviced, cleaned, and supplied restrooms.
- *Gathered and emptied trash.
- *Swept, mopped, dusted, scrubbed, washed, vacuumed, waxed and polished building floors, walls, woodwork, windows, furniture equipment and hardware.

Accomplishments

Learned lots of knowledge about cleaning and supplies.

Skills Used

- * Cleanliness
- * Organizing skills

EDUCATION

Metropolitan Career Center - Philadelphia, PA
2013 to 2013

High School Diploma in General Studies

Edison Fareira High School - Philadelphia, PA

2013 to 2013

CERTIFICATIONS

OSHA

ServSafe Certification