

# Gbadjo Suzanne Nina Gahou

I m a former secretary accustomed to work at multiple task.

Philadelphia, PA - Email me on Indeed: [indeed.com/r/Gbadjo-Suzanne-Nina-Gahou/910d33d42c47a179](https://www.indeed.com/r/Gbadjo-Suzanne-Nina-Gahou/910d33d42c47a179)

I work for about one year as a volunteer secretary in a foundation which aim was to help women in need having a small amount of money to start a business in order to provide for their families.

I even work as secretary too in a school where I was at multiple task .

From those experiences I know I can work at any-job that I will be face with as , cashier, retailers, housekeeping, secretary.

Authorized to work in the US for any employer

## WORK EXPERIENCE

### Housekeeping

Extended Stay Hotels - Horsham, PA - April 2016 to Present

#### Responsibilities

Cleaning guest room.

#### Accomplishments

Help to eccomplished the hotel to stay the best .

#### Skills Used

Working very hard with technical skill

### Secretary Assistant

Foundation/ High School - Cote d ivoirienne - February 2012 to Present

#### Responsibilities in foundation

Receiving people in majority women, answering to phone, registered them, going on field to see if they were really in need. After inquiries, the director give his approval and then we gave them the money to start a business. After two weeks I go to collect the the found each week for another woman who can also start a business. Sometime I m erects advisor when they face some trouble.i did it for about one year and half when I start another job where I was paid.

#### Responsibilities in the high school

Receiving people, answering to phone,selling books and school items, nursing.', ringing the bells, doing accounting for workers salaries,treating minor injuries,taking care of student for extra scholar activities.

#### Accomplishments

In the foundation they still working on the files I have created to well identify the needs of women and their evolution at work.

In the High school the director is more attentive to the need of the student and likely open to my ex coworkers as I advice him to work hand to hand for a better result.

#### Skills Used

The professionalism , punctuality, doing perfectly my task, listening to the need of each other's . Acting as required.

**Volunteer Work/secretary**

Foundation/High school - Cote D Ivoire - June 2012 to October 2015

**EDUCATION****Masters****SKILLS**

Learn very fast and can do multiple task