

DaNia Harris

Philadelphia, PA - Email me on Indeed: [indeed.com/r/DaNia-Harris/33fe4822150109e3](https://www.indeed.com/r/DaNia-Harris/33fe4822150109e3)

Authorized to work in the US for any employer

WORK EXPERIENCE

Housekeeping

Trinity Staffing Agency - Philadelphia, PA - May 2016 to Present

Responsibilities

Cleaning at venues such as concert halls, the eagles stadium, and the wells Fargo stadium. I was responsible for cleaning every seating row and maintenance.

Accomplishments

I am happy to know that I put forth a lot of effort and I was able to learn more about the economy and what goes into maintaining a stadium. There's a lot that goes into it. For example, providing customer service for those who attend, recycling, and the utilities that are a part of keeping the stadium running.

Skills Used

Observation

Mathematical

Reading

Diligence

Personal Care Assistant

Apidel HealthCare - Philadelphia, PA - March 2016 to Present

Responsibilities

Providing care and services to children with autism, sensory input, and disabilities

Attending the child's school and home to assist him/her in a better way

Assistance with motor, verbal, and fundamental skills

Improving my knowledge about the child's condition. Learning about the child is an ongoing process. I find this to be very encouraging. I continually learn about them and continue to make improvements socially.

Accomplishments

I had a beautiful opportunity to go through a learning process with the child and the family.

I was able to learn more and have more patience.

Skills Used

Assistant with learning and development

Assistance with fundamental growth such as reading to the child.

Assistance with verbal and motor skills.

Care

Corporate Call Center

Highmark - Philadelphia, PA - October 2015 to Present

Responsibilities

I had to enroll the elderly in health insurance plans. For example plans like Freedom Blue PPO and Security Blue HMO. I also had to develop excellent customer service and telemarketing skills.

Accomplishments

A better knowledge of different people and their backgrounds. I also felt happy to assist them as best as I can.

Skills Used

Respect of confidential information

Respect for the HIPPA law

Telemarketing skills

Customer service skills

Bettering my clerical skills

Documenting information

Using new technical information

Sales Representative

Limitless Strategies, Inc - Philadelphia, PA - November 2015 to December 2015

Responsibilities

Sales Representatives

We were required to advertise a product and basically sell this product. We had to have a broad knowledge on what was being offered to the customer. We offered a free consultation to the customers in Home Depot. It was a pleasure that I had as it allowed me to communicate with all sorts of people.

Skills Used

Customer service

Sales representative

Training to manage and run a business.

EDUCATION

Highschool Diploma

Connections Academy

SKILLS

Excellent clerical skills, organized, Marketing coordinator, sales representative, customer service (1 year)

CERTIFICATIONS

CPR, Home Health aide