

Lakresha Anderson

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Seeking full-time or part-time customer service position utilizing my 5 years customer service skills and experience to a retail and hospital in the surrounding area.

Willing to relocate: Anywhere

Authorized to work in the US for any employer

Work Experience

Caregiver/Personal Assistant

Seniors Home Care - Saint Louis County, MO

January 2021 to Present

Taking care of household activities such as grocery shopping, preparing meals, cleaning, and managing finances.

Helping with activities of daily living such as bathing and dressing.

Watching for signs and symptoms of HE progression, side effects of medication, and generally monitoring your loved one's health condition.

Providing transportation to appointments, shopping, or visits to family and friends.

Patient Care Technician

St.Mary's Hospital

October 2019 to August 2020

provide direct and indirect health care to patients by ensuring the cleanliness of their rooms, assisting with medical treatments and basic daily needs, monitoring their health, and performing basic nursing procedures.

Trainee Housekeeper

Hilton Worldwide - St. Louis, MO

June 2016 to October 2019

Clean rooms, lounges, lobbies, bathrooms and hallways

Vacuum and wash carpets and rugs

Empty wastepaper baskets and ashtrays

Transport trash to waste disposal equipment

Train new employees the correct and tight way as they get hired

File Clerk/Receptionist

Basic Inc - St. Louis, MO

November 2018 to March 2019

Operate telephone switchboard to answer, screen and forward calls, providing information, taking messages and scheduling appointments. Arranging files in the correct and alphabetical way. Greeting clients as they come in me out the door.

Cashier

Belt Loop Package Liquor - St. Louis, MO

July 2014 to March 2018

Responsible for handling and balancing a cash drawer daily.

Assisted with the upkeep of the store, responsible for counting the shipment, and ensured the store was stocked at all times.

Childcare Assistant

B.A.S.I.C Inc - St. Louis, MO

March 2013 to February 2016

Observe and monitor children's play activities.

Keep records on individual children, including daily observations and information about activities, meals served, and medications administered. Read to children, and teach them simple painting, drawing, handicrafts, and songs.

Retail Clerk

Busch Stadium - St. Louis, MO

May 2013 to July 2014

St.Louis, M.O

Served as cashier at a large hobby and crafts retail store chain.

Handled returns and exchanges at customer service desk.

Rearranged items on the display floor or pricing products.

Return back items to inventory.

Education

High School Diploma

Mehlville High School

May 2010

Skills

- Filing
- Data Entry
- Pacer
- Excel (2 years)
- Cash Register
- Cleaning
- Communications
- Customer Service
- Hospitality

- Housekeeping
- Time Management
- retail sales
- Word
- Microsoft Office
- Front Desk
- Childcare
- Residential Cleaning
- Pricing
- Patient Care
- Caregiving
- Vital Signs
- Cash handling
- English
- Clerical experience
- Hospital Experience
- Home Care

Certifications and Licenses

driver's license

First Aid Certification

CPR Certification

CNA

Additional Information

S KILLS & ACCOMPLISHMENTS

Customer Relations:

- Able to greet customers with a friendly smile and upbeat attitude.
- Can answer questions related to products, payment, and store policies, or escalate the question to store manager as needed.

Retail:

- Familiar with point-of-sale systems, scanners, and related software. Can quickly learn new products and procedures.
- Meet all quarterly goals set by management for enrollment.

Transactions:

- Can safely and professionally handle cash, credit, and check transactions.
- Have been previously trained in spotting counterfeit bills and credit cards.