

nahtea ashley

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With 6 years of proven experience providing customer service for several different companies, I am confident I will make an immediate contribution to your team. I have demonstrated the ability to effectively handle situations or inquiries while working within policy, procedures and standard processes. You will find I am detail oriented and able to analyze, prioritize and resolve client requests or issues quickly and effectively. I possess excellent communication skills both oral and written. I have remarkable interpersonal, organizational and time management skills. I am well versed in all the Microsoft Office suite applications. Furthermore, I learn new applications quickly and efficiently. I am able to support team goals along with finishing my assigned tasks which makes me a perfect fit for a multitasking environment such as yours. This summary, as well as my resume, cannot adequately communicate my qualifications in-depth, I look forward to meeting with you to discuss why I would be an asset to your institution. I am available to schedule an interview at your earliest convenience by phone or email

Willing to relocate: Anywhere

Authorized to work in the US for any employer

Work Experience

Security Officer

QUALITY TECHNOLOGY SERVICES QTS - Sandston, VA

November 2021 to Present

- Monitored 200 visitors daily
- Promptly responded to all security violations and emergency calls
- Conducted periodic security audits

QA Analyst/ Shipping and receiving(temp work)

Walmart Distribution Center - Richmond, VA

April 2020 to August 2021

track of products placement in the warehouse, auditing the product once it is delivered to insure top quality, taking care of any items that are damaged adjust it into the system to determine the value of the overall product, fill out paperwork and submit request for approval from

Data Entry (Temporary)

Adecco - Richmond, VA

June 2020 to September 2020

Entering customer and account data from source documents within time limits. Compiling, verifying accuracy and sorting information to prepare source data for computer entry. Reviewing data for deficiencies or errors, correcting any incompatibilities and checking output.

Freight handling (temp work)

Walmart E-Commerce Distribution Center - Richmond, VA

May 2020 to September 2020

Handles and processes freight in a safe and correct manner through the facility to the Stores. Loads, unloads, order fills, packs, and or processes freight in an accurate and timely manner. Tells management about unsafe working conditions, damaged products, or improper procedures in the facility

PCA Personal Care Assistant

Home Care Advantage Inc. - Richmond, VA

May 2020 to July 2020

- Perform routine cleaning of the facility and living spaces.
- Assist with medication.
- Help patients with physical activities.
- Provide first aid as needed for minor injuries.
- Assist patients with bathing and other care.
- Prepare and deliver meals.
- Help patients perform physical therapy as needed.

Order Picker/Cherry Picker

Beretta USA Corporation - Fredericksburg, VA

November 2019 to April 2020

loading items into containers, and weighing and labeling the items appropriately. They also perform final checks for defective items, ensure all working items make it to the loading area or inventory, and keep detailed records of materials and shipments

Manifest Operator

Beretta USA Corporation - Fredericksburg, VA

November 2019 to April 2020

lists description of goods cargo, its quantity, its origin and its destination, To be shipped out two customers

Sanitation worker

GREENCORE - Fredericksburg, VA

November 2018 to March 2019

collect Waste. Sanitation workers travel from neighborhood to neighborhood collecting solid and liquid waste

Separate Waste. Most municipalities allow citizens and businesses to recycle certain types of refuse.

Operate a Truck. Most sanitation workers use a truck to perform their job. Deposit Trash.

Lift Heavy Objects.

Waitress

HOLIDAY INN - Henrico, Virginia, US

September 2017 to January 2018

Write patrons' food orders on order slips, memorize orders, or enter orders into computers for transmittal to kitchen staff.

Check with customers to ensure that they are enjoying their meals and take action to correct any problems.

Collect payments from customers.

Serve food or beverages to patrons, and prepare or serve specialty dishes at tables as required.

Prepare checks that itemize and total meal costs and sales taxes.
Present menus to patrons and answer questions about menu items, making recommendations upon request.
Clean tables or counters after patrons have finished dining.
Prepare hot, cold, and mixed drinks for patrons, and chill bottles of wine.
Roll silverware, set up food stations or set up dining areas to prepare for the next shift or for large parties.
Inform customers of daily specials.
Stock service areas with supplies such as coffee, food, tableware, and linens.
Explain how various menu items are prepared, describing ingredients and cooking methods.
Prepare tables for meals, including setting up items such as linens, silverware, and glassware.
Remove dishes and glasses from tables or counters, take them to kitchen for cleaning.
Assist host or hostess by answering phones to take reservations or to-go orders, and by greeting, seating, and thanking guests.
Perform cleaning duties, such as sweeping and mopping floors, vacuuming carpet, tidying up server station, taking out trash, or checking and cleaning bathroom.
Perform food preparation duties such as preparing salads, appetizers, and cold dishes, portioning desserts, and brewing coffee.
Fill salt, pepper, sugar, cream, condiment, and napkin containers.
Provide guests with information about local areas, including giving directions.
Take orders from patrons for food or beverages.
Check patrons' identification to ensure that they meet minimum age requirements for consumption of alcoholic beverages.

Education

Some college I graduate November 6,2022 in Administrative medical assistant

Ultimate Medical Academy-Tampa

February 2020 to Present

High school or equivalent

Highland Springs High School - Henrico County, VA

November 2013 to June 2014

Skills

- Senior care
- Patient care
- Caregiving

Certifications and Licenses

PCA

Secret Security Clearance

December 2021 to December 2023

DCJS