

Jeffrey Reyson

Rehoboth Beach, DE 19971
ReysonFox2030@outlook.com
+1 302 396 0178

I am a strong and devoted individual who is hardworking, a team player and can handle the pressures and elements of the job. Always a working professional with integrity who enjoys constantly learning new things to better myself. I hope to find a true long-lasting career in a company to excel my potential and advance in life.

Studying as a CCMAA medical assistant and Phlebotomy at Delaware State Technical Institute. Then planning to continue into Nursing/RN - Traveling RN.

Willing to relocate: Anywhere

Work Experience

Front Desk Office Agent

Hyatt Place Hotel - Dewey Beach, DE
May 2022 to Present

Front Desk Agent handling clients, taking calls, reservations, communications, checking guests in and out of rooms. Working alongside housekeeping and maintenance to take care of guests requests and complaints. Pre-Shift reports, We Cares, Strip, Inspect and Make Rooms. Basic Housekeeping and Banquets. Shoo-in for Audit training.

Education

Universal Certification in Medical CCMAA - Certified Clinical Medical Administrative Assistant

Delaware Technical Community College-Owens - Georgetown, DE
October 2022 to Present

Certification in CPR & AED Training

American Red Cross - United States
March 2021 to Present

Technical Certification in Production and Manufacturing Management

Delaware Technical Community College-Owens - Delaware
March 2019 to September 2020

Technical Certificate in HVAC

Delaware Technical Community College-Owens - Delaware
March 2018 to February 2019

GED/DIPLOMA in CAREER LINK

HEMPFIELD HS - Lancaster, PA

March 2017

Bachelor's degree in Business and Hospitality Management

Millersville University of Pennsylvania - Millersville, PA

August 2007 to April 2009

Skills

- Principles of Manufacturing & Production
- Mechanical, Electrical and Pneumatic Fabrications
- AC/DC Electrical Systems & Controls
- Fluid Power and Water Control
- Pneumatics and Hydraulics
- Forklift/Pallet Jack
- HVAC/Refrigeration & Installation
- Adobe & Microsoft Office efficient
- Management & Customer Service
- Computer Software & Hardware
- Restaurant & Chef Experience
- Lifeguard
- Computer networking
- Filing
- Data collection
- Travel planning
- Plumbing
- Telemarketing
- Teaching
- CPR (2 years)
- Compounding medications
- Windows
- Accounting
- Bilingual
- Documentation review
- LMS

Certifications and Licenses

OSHA 10

AED Certification

OSHA 30

Forklift Certification

Pallet Jack Certification

EPA 609 Certification

CPR Certification

EPA Certification

Driver's License

EPA Type II

Lifeguard Training

Bartender License

AHA Certification

Food Handler Certification

Certified Medical Assistant

Certified Phlebotomy Technician