

Makayla Bowen

Millsboro, DE 19966

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Authorized to work in the US for any employer

Work Experience

Housekeeping

Peninsula Golf & Country Club - Long Neck, DE

June 2022 to August 2022

- In charge of cleaning restrooms, offices and hallways
- Took out trash
- Disinfected (area or item|rooms|bathrooms|counters|equipment)
- Provided friendly service to guests, residents and employers
- Worked as housekeeper in an office

Direct Support Professional

Delaware Mentor - Millsboro, DE

January 2019 to January 2021

- Assisting clients with daily personal tasks, including bathing and dressing.
- Completing housekeeping tasks such as vacuuming, washing dishes and tidying.
- Helping plan client appointments and organize a schedule.Organizing with transportation arrangements to appointments
- Shopping for groceries and preparing meals that meet specific client dietary needs
- Encouraging client engagement in social networks and communities
- Provides direct care to those with intellectual and developmental disabilities
- Computer documents into therap

Deli Associate

Weis Markets - Millsboro, DE

May 2018 to January 2019

- Sliced cheese and meats
- Cleaned the deli
- Prep hot foods
- Properly operate rotisserie chicken
- Swept and mopped every closing
- Answered deli calls
- Placed bakery and deli orders
- Add names to cakes in the bakery department
- Familiar with the degrees of the cooler

McDonalds Crew Member

McDonald's - Millsboro, DE

May 2017 to August 2017

- Greeting customers and taking orders
- Collecting payments
- Recommending products
- Promoting special deals
- Bagging customer's food
- Matching cash with records
- Arranging food items on trays
- Adding napkins and condiments
- Cleaning the premises during down time

Customer Service

Wilsons Leather - Rehoboth Beach, DE
November 2015 to February 2016

- Greeted customers
- Conducted customer service surveys
- Resolved customer issues
- Interacted with customers through live chat
- Assisted customers with questions
- Handled emails, inbound calls, and outbound calls
- Assisted customers with a warm and professional attitude
- Processed customer transactions

Education

Freshman year in Early Childhood Education

Delaware State University - Dover, DE
August 2017 to May 2018

High school diploma

Cape Henlopen High School - Lewes, DE
September 2013 to June 2017

Skills

- Direct support
- Loan officer experience
- Loan origination
- Developmental disabilities experience
- Autism experience
- Food preparation
- Meal preparation
- Caregiving
- Credit analysis
- Home care
- Medication administration

- First aid
- Behavioral therapy
- Loan processing
- Laundry
- Financial services
- Dementia care
- Senior care
- Typing
- Applied behavior analysis
- Vital signs
- Word processing
- English
- Cleaning

Certifications and Licenses

First Aid CPR AED

Present

QMHP Certification