

E-mailed

Achaia Lohrke

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Career Overview

Dedicated and focused worker who excels at prioritizing, completing multiple tasks simultaneously and following through to achieve project goals. Experienced and skilled in creating schedules, following commitments, and maintaining routines. Listens carefully and follows directions well. Committed and motivated with exceptional customer service and decision making skills. Strong work ethic, professional demeanor and great initiative. Energetic, results-oriented team-player.

Core Strengths

- Strong interpersonal skills
- Professional and mature
- Multitasking
- Accurate and detailed
- Excellent communication abilities
- Computer proficient
- Exceptional organizational skills
- Team-player

Work Experience

Nanny

Independent Nanny
10/2011-12/2013
Irvine/San Marcos, CA
Maintained daily schedule and records of activities, behaviors, meals and naps.. Provided proper care and attention for child with a special needs disability. Maintained a child-friendly environment with engaging activities and continuous access to the outdoors

Catering Assistant

2011
Vera's Catering Service
09/2009-10/
Fountain Valley, CA
Planned and prepared for parties, holiday meals, luncheons, special functions, and other social events. Maintained an up-to-date department organizational chart. Created weekly and monthly reports and presentations. Organized files, developed spreadsheets, faxed reports, and scanned documents.

Receptionist

Agoura Hills/Calabasas Community Center
08/2008-08/2009
Calabasas, CA
Managed the receptionist area, including greeting visitors and responding to telephone and in-person requests for information. Maintained the front desk and reception area in a neat and organized fashion. Won "Employee of the Quarter" twice for "Excellence in Attitude" and "Outstanding Work Ethic."

Educational Background

High School Diploma: World Class Academy 2008
Calabasas, CA, United States