

Kimberly Rhodes

112 W. 5th St Apt 1454 • Los Angeles, CA 90013
kimberlyblackwell2013@gmail.com • 213-924-4905

SKILLS

- Over 10 years of experience in outstanding customer service
- Solid teamwork experience in fast-paced environments while handling multiple priorities
- Well organized, positive and self-motivated, being able to complete tasks unsupervised
- Punctual, fast learner with excellent attention to detail
- Flexible, open-minded and willing to learn

WORK EXPERIENCE

Care Taker

August 2013 – Present

Self-Employed, Los Angeles, CA

- Responsible for transportation to and from doctor appointments
- Assist with feeding, bathing and overall hygiene
- Perform daily check-in's with client regarding nutrition, health and general well-being

Casino Housekeeping

June 2012- December 2012

Diamond Jacks, Bossier City, LA

- Coordinated activities with other departments to ensure that services are provided in an efficient and timely manner
- Cleaned assigned area of casino
- Inspected work performed to ensure that it meets qualifications and established standards
- Performed and assisted with cleaning duties as necessary
- Investigated complaints about service and equipment, and took corrective action
- Inspected the physical condition of facilities to determine the type of work required
- Checked and maintained equipment to ensure that it is in working order

Casino Housekeeping

August 2003- June 2010

Willstaff Worldwide, Shreveport, LA

- Coordinated activities with other departments to ensure that services are provided in an efficient and timely manner
- Cleaned assigned area of casino
- Inspected work performed to ensure that it meets qualifications and established standards
- Performed and assisted with cleaning duties as necessary
- Investigated complaints about service and equipment, and took corrective action
- Inspected the physical condition of facilities to determine the type of work required
- Checked and maintained equipment to ensure that it is in working order

Cashier

February 2001- January 2002

Burger King, Shreveport, LA

- Cooked, cleaned and maintained assigned area
- Received payment by cash, check and credit card
- Washed dishes, greet customers and took orders
- Assisted customers by providing information and resolving complaints
- Greet customers entering establishment
- Processed merchandise returns and exchanges
- Maintained clean and orderly checkout areas and complete other general cleaning duties
- Stocked shelves, and marked prices on shelves and items

EDUCATION AND PROFESSIONAL DEVELOPMENT

GED Certification

2001

Shreveport Job Corp Center, Shreveport, LA