

Kenneya Williams
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(951)772-9443

OBJECTIVE

Energetic individual with solid work ethics. Enjoy working with people, the ability to multi-task. Capable of working in a fast pace environment and be well organized.

Authorized to work in the U.S for any employer

WORK EXPERIENCE

4/2017- PRESENT

Meridian Gardens- Riverside, CA

Assist Residents in daily activities, grooming, toilet assist, meal prep, Feeding, client charting and light housekeeping/maintenance

11/2016- 4/2017

Aims Insurance – Moreno Valley, CA

Sales, process payments. Upload policies, data entry, answer phones, Greet customers, courtesy calls, retention control, and customer service

02/2013-11/2016

Sun City Gardens – Sun City, CA

Sanitation, mopping, sweeping, dusting, laundry, and sterilization

10/2008-02/2016

Basic Occupational Training – Perris, CA

Client charting, toileting assist, answer phones, behavior modification, Data entry, transportation assist, event planning, assist activities, Functional assessments, light housekeeping and meal prepping

08/2012-02/2015

Gifted Hands Beauty Bar- Riverside, CA

Answer phones, greet customers, inventory, sales, light maintenance, Filing, faxing, cash handling, and quality up keep

01/2005- 12/2005

Sales Associate- Moreno Valley, CA

Assist customers, answer phones, cash handling, inventory, stocking, Sales, set displays, light maintenance, customer service and key holder