

**Diomanisha Micheals**

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**Previous Job History:**

Daycare Receptionist - (July 2016 - Sept. 2017)

Supervisor: Angela Young

Job description: Ensure Parents provide signature for drop off and pick up, Answer phone calls, provide parents with information on daily activities, Keep track of activity scheduled, handle daily head count for meals and meal prep, discuss any changes education wise to parents, answer any questions that parents may have, keep files organized, keep children play area sanitized.

Walmart - (oct. 2012 - dec 13) (jan. 2015 - June 2016)

Supervisor: Carlos Garcia

Job description: Hired as a cashier but not limited to cashier work. Taking orders, answering phones, prep meals, line check, prep catering orders, cater, bake, count other employee's drawers to \$400 at end of employee's shift. Send employee's on break and keep track of lunch rush handling everything in a timely manner. Inventory for food, check packaging in freezer.

BabySitting: ( jan. 2014 - current. Seasonal)

Mother: Jennifer M adams and Gynna Simmons

Pick kids from school and drop kids off, help kids with homework, cook dinner for kids, clean and dress kids, clean house, regulate bedtime and playtime, do kids hair, play with kids, read to kids, take kids to park, drop kids off to mother.

**Education:** Washington Prep Alumni

**Qualifications:** Knowledge of office machines, knowledge of computers, great customer service skills, verbally skilled and very literate, detail oriented, love for helping others, Punctual and flexible with hours, reliable, Persuasive and self motivated.