

# KIAYANA BUCHANAN

□ (619) 569-7334 □ bkiayana@gmail.com

## COMMITMENT | LEADERSHIP

### OBJECTIVE

To obtain a position with potential opportunity of advancement within your organization where I can gain experience and grow with the company with the best interest of the company, customers and public in mind.

### AREAS OF EXCELLENCE

- Excellent Customer Service
- Self Motivated
- Organized Approach
- Positive Personality
- Genuinely Caring
- Task Management
- Work Quickly/Efficiently
- Punctual
- Accustomed to Physical Work

### PROFESSIONAL EXPERIENCE

#### PERSONAL ELDERLY CAREGIVER

MAY 2015-PRESENT

- Provide excellent care with a caring bedside manner
- Meal preparation
- Record keeping
- Daily therapy
- Open communication with patient's family

#### URBAN CORPS

JULY 2014-SEPT 2014

#### CREWPERSON

- Managed Recycling Center
- Qualcomm, Petco Park; up-keeping maintenance
- Efficient time management
- Adjusted the order of the work flow as needed to preserve timeliness
- Constant communication and updates to superiors as needed

#### FAMOUS FOOTWEAR

NOV 2014-DEC 2014

#### SALES ASSOCIATE

- Kept store in great shape and stocked with newest arrivals
- Assisted customers in finding their product of choice in a friendly/outgoing manner
- Strived towards meeting sales goals
- Worked with associates as a team to meet the needs of the company and customers

#### VON'S GROCERY STORE

JUL 2013-AUG 2013

#### COURTESY CLERK

- Assisted customers with transporting groceries to their vehicles
- Bagged groceries
- Restocked shelves with the necessary products/groceries
- Miscellaneous tasks as needed