

KIAYANA BUCHANAN

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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
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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