

Mieisha Mccoy

I am looking to obtain a position with a company that can challenge my acquired skills, and will allow me room for growth.

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626-501-9784

Willing to relocate: Anywhere

Authorized to work in the US for any employer

Work Experience

Packer and pickers

Fashion Nova Warehouse - Santa Fe Springs, CA

September 2019 to Present

Perform an array of functions that may include receiving and processing incoming stock and materials, picking and filling orders from stock, packing and shipping orders, or managing, organizing and retrieving stock in the warehouse.

Essential duties and responsibilities

- Assist shipping and receiving unloading trucks and checking in merchandise
- Prepares orders by processing requests and supply orders; pulling materials; packing boxes; placing orders in delivery area
- Sort and place materials or items on racks, shelves or in bins according to organizational standards
- Open bales, crates and other containers
- Maintains inventory controls by collecting stock location orders, printing request, recording amounts of materials or items received or distributed through a computer. May also assist in counting of physical inventory
- Prepare parcels for mailing
- Maintains safe and clean work environment by keeping shelves, pallet area, and work stations neat; Sweep, dust and mop. Organize warehouse and work area for orderliness at all times
- Wear the proper safety equipment

Housekeeper

Rm29 the works - Carson, CA

April 2019 to Present

Cleaning and maintaining a private residence or commercial building to make sure that it meets any housekeeping sanitation requirements (for commercial buildings, such as healthcare facilities, restaurants, and government agencies) and provides a comfortable space for residents or employees.

Housekeeper Job Duties

- Dusting and polishing furniture and fixtures
- Cleaning and sanitising toilets, showers/bathtubs, countertops, and sinks
- Maintaining a clean and sanitary kitchen area
- Making beds and changing linens
- Washing windows
- Vacuuming and cleaning carpets and rugs

- Sweeping/vacuuming, polishing, and mopping hard floors
- Sorting, washing, loading, and unloading laundry
- Ironing clothing items
- Using any cleaning equipment such as vacuums, mops, and other cleaning tools
- Keeping bathrooms stocked with clean linens, toiletries, and other supplies
- Cleaning mirrors and other glass surfaces
- Emptying trash receptacles and disposing of waste
- Steaming and cleaning draperies
- Washing blinds
- Tidying up rooms
- Monitoring cleaning supplies and ordering more as needed
- Reporting any necessary repairs or replacements

Housekeeper Skills and Qualifications

Knowledge of and experience in Cleaning and Sanitising rooms to varying levels to meet requirements, Willingness to Learn new cleaning methods and how to use various pieces of equipment, Ability to Adapt to Different Situations and Change Work Processes to accommodate customer needs, Ability to Take Criticism, Listening Skills to make sure that they are meeting the needs of their clients for cleanliness and sanitation standards, Good Customer Service skills, Reliability, Organisational skills, Integrity and Honesty, High Energy Levels.

Housekeeper

Handy pro - Los Angeles, CA

July 2017 to Present

Responsible for vacuuming and shampooing all carpets in the home only by request

Responsible for cleaning and sweeping/mopping in the bathroom.

Changing linens in each room as requested.

Responsible for cleaning the kitchen and dining room.

Interior windows by request only

Clean out cabinets and Refrigerator only by request

Giving my customers great satisfaction is what I do best

Exceptional written and verbal communication.

Demonstrates integrity and time management skills.

Delivery Driver

Amazon Flex - Hawthorne, CA

June 2017 to July 2019

Sorting scanning packages as well as pallet jack

Delivering customers packages to them safe and timely manner

Clerk

Med-Legal - San Dimas, CA

December 2014 to August 2015

- Receive and sort mail.
- Distribute mail to appropriate recipients or departments.
- Maintain record of incoming mail.
- Ensure delivery of outgoing mails to courier or post office.

- Send receive medical files via electronic fax or email.
- Assist in filing and archiving documents
- Perform data entry activities.
- Maintain adequate mailroom supplies.
- Check postal rates and weigh outgoing mail.
- Fill out and sign over 50-100 subpoena forms for medical records.
- Replenish supply of post office forms.
- Record postage meter readings on a daily basis.
- Process all medical record's in a timely manner.
- Process and mail check for medical record's.
- Process all incoming check for accounting department.
- Locate record's via computer.

Mailroom Clerk

United State Post Office - Long Beach, CA

October 2012 to January 2013

- Unloads mail trucks as they arrive at the post office and separates mail that is to be delivered locally from that which must be sent on to other distribution centers.
- Removes mail from carrier sacks and prepares next load to be delivered.
- Sorts mail according to country, state, zipcode, and street according to established standards set by the US Department of Postal Services.
- Organizes mail into appropriately marked bins for delivery, storage, or transportation to other centers.
- Operates sorting machinery for parcel post or processed packages, parcels, or letters.
- Marks cancelled stamps on parcel post either by hand or using the appropriate cancelling machines.
- Inspects postal equipment for any damages and reports observations to appropriate supervisors or management.
- Wraps damaged or mishandled parcels before processing.
- Processes mail using a variety of special equipment.
- Performs minimal sales and service duties as assigned.
- Delivers mail to internal post office boxes and distributes packages to customers who present appropriate documentation and identification

Mail Room And File Clerk

Tristar Risk Management - Alhambra, CA

December 2010 to February 2011

- Process all incoming and outgoing mail daily.
- Check for charts location on the computer system.
- File client's charts alpha, numeric.
- Pick up and drop off mail to the examiners daily.
- Manually and computerized filing of the client's confidential files.
- Back file and drop mail daily. Make copies of important documents.
- Answered heavy incoming phone calls.
- Verifying client's information by social security number or date of injury to locate the examiners or file information's.
- Make sure the stock room had supplies and the entire copier machine was full.
- Light cleaning daily

Warehouse Clerk (Data Entry)

Staffmark - Long Beach, CA
September 2010 to December 2010

- Proficient accuracy is a must.
- Process over 500 zip codes within an hour.
- Organizing files and collecting data to be entered into the computer.
- Analyzing the data for errors.
- Reporting problems with the data.
- Accurately entering information into various. computer programs.
- Keeping sensitive customer or company information confidential.

Front Office (Back Office Medical Billing)

Compton Central Health Clinic - Compton, CA
July 2009 to September 2010

- Welcomes patients and visitors by greeting patients and visitors, in person or on the telephone; answering or referring inquiries.
- Optimizes patients' satisfaction, provider time, and treatment room utilization by scheduling appointments in person or by telephone.
- Keeps patient appointments on schedule by notifying provider of patient's arrival; reviewing service delivery compared to schedule; reminding provider of service delays.
- Comforts patients by anticipating patients' anxieties; answering patients' questions; maintaining the reception area.
- Ensures availability of treatment information by filing and retrieving patient records.
- Maintains patient accounts by obtaining, recording, and updating personal and financial information.
- Collect all the information necessary to prepare insurance claims and bill patients.
- Enter patient demographic and insurance information into the medical claim software.
- Enter patient encounter information including ICD-9 Diagnosis Codes and CPT medical billing codes.
- Interpret and process (post) Explanation of Benefits (EOB's).
- Research, correct, and re-submit rejected and denied claims.
- Bill patients for their responsible portions.
- Answer patient questions regarding charges.
- Prepare appeals to denied claims.
- Understand Copays, Coinsurance, & Deductibles

Data Entry Clerk

LA County Registrar Recorder Office - Norwalk, CA
October 2008 to June 2009

- Prepare, compile and sort documents for data entry
- Check source documents for accuracy
- verify data and correct data where necessary
- obtain further information for incomplete documents
- Update data and delete unnecessary files
- Combine and rearrange data from source documents where required
- Enter data from source documents into prescribed computer database, files and forms
- Transcribe information into required electronic format
- Scan documents into document management systems or databases
- Check completed work for accuracy
- store completed documents in designated locations

- Maintain logbooks or records of activities and tasks
- Respond to requests for information and access relevant files
- Print information when required
- Comply with data integrity and security policies
- Maintain own office equipment and stationery supplies

Food Service Worker

VA Medical Center - Long Beach, CA

July 2006 to November 2006

- Assist in preparing dishes for patients in accordance to doctors' instructions for each individual patient
- Put together meals for patients keeping in mind allowed nutritional values
- Follow instructions for meal preparations for patients with food allergies and make sure to omit any ingredient that may cause gastronomical trouble
- Prepare food trays with items such as plates, flatware, napkins and condiments
- Apportion food items properly and in accordance to accompanying diet lists
- Place trays in dumbwaiters or pushcarts and physically push them through hospital corridors to assigned floors
- Serve trays to patients by placing them on tables and assisting them in partaking of their food
- Collect food trays and dirty dishes and cart them back to the kitchen for washing
- Assist in washing and drying dishware, glassware and flatware
- Coordinate with laundry services to ensure that clean napkins and tray liners are available on a constant basis
- Handle kitchen garbage disposal activities by placing trash in appropriate receptacles
- Assemble and serve food items to hospital staff members by following daily menus

Food Service Worker

CUSD - Compton, CA

October 2005 to June 2006

- Washes and cleans equipment, food preparation areas and cafeteria tables, while maintaining the highest possible standards of sanitation.
- Operates all food preparation equipment in a safe manner.
- Operates cash register/cash box and makes change.
- Serves and prepares, as needed, all food required in the food services program.
- Works with student helpers.
- Cooperates and communicates with other school staff, parents, and students to promote a positive school climate.
- Shelves individual commercial cans of food and other foodstuffs and takes inventory.
- Uses cleaning chemicals and supplies in accordance with specified safety protocols.
- Performs related work, as assigned.

Education

Medical Billing

American Career College - Anaheim, CA

2009 to 2010

Ged

CUSD - Compton, CA
2000 to 2000

Skills

- Microsoft Word,Power Point, Alpha&Numeric Filling,Cashier, Sorting Mail, Scanning Mail,Loading & Unloading,Typing,Inventory, Answering Heavy phone,making copies, faxing Scheduling Appointments,Data Entry,Meid-soft,Knowledge of HIPAA Guidelines,Coordination of Benefits Collections,Medical Recorders,Reading and Understanding EOB'S,Knowledge of CMS 1500 and UB 04's,Medical and Dental Billing Medical and Dental Claims Examining,Manage Care(PPO,HMO) Medical and Dental Terminology,Manually and Computer Billing Coding, ICD-9,CPT,HCPC ,Patient Balance and Payment Post (2 years)
- CDL
- Cleaning
- Customer Service
- Filing
- Hospitality
- Housekeeping
- retail sales
- Packing
- Warehouse Associate
- Picker Packer
- Shipping
- Picking Packing
- General Labor
- Shipping Receiving
- Picking
- General Laborer

Awards

Honor Roll Student 3.9 GPA

May 2010

Perfect Attendance

May 2010

I maintaned perfect attendance from Feb-2009 to my graduation which was in May-2010

Score 18/14

Name: Milisha

MCCG

Housekeeping Test

79%

1. During which of the following situation(s) should you wear gloves?
 - a) When handling disinfectant solutions
 - b) When cleaning guest rooms
 - c) When handling soiled linen
 - d) When handling or disposing of waste
 - ☒ e) All of the above
2. Which of the following should be cleaned daily?
 - a) Chairs, lamps, and tables
 - b) Tabletops, bed, and handrails
 - c) Grab bars, light, tops of doors and counters
 - d) Floors, sinks, toilets, and latrines
 - ☒ e) All of the above
3. True or False: You do not need to use a separate cloth for cleaning bathrooms.
- ☒ 4. True or False: Dusting is most commonly used for cleaning walls, ceiling, doors, windows and furniture.
5. Should the following be cleaned daily or weekly? Circle one.
 - a) Floors Daily/ Weekly
 - b) Toilets and latrines Daily/ Weekly
 - c) Carpets in guest rooms Daily/ Weekly
 - d) Carpets in offices Daily/ Weekly
 - e) Soiled linen Daily/ Weekly
6. The best way to clean the floors:
 - a) Scrubbing
 - b) Dry sweeping and dusting
 - ☒ c) Sweeping, mopping and dusting
 - d) Wet mopping
7. What should do if you spill liquids or see a liquid spill?
 - a) Leave it for someone else to clean- up
 - b) Wait until the end of your shift to clean it
 - ☒ c) Flag the spill and clean it up immediately
 - d) Not sure
8. The proper procedure for cleaning spills of blood and other body fluids is:
 - ☒ a) Wearing gloves, clean with cloth soaked in chlorine solution and follow up with disinfectant solution
 - b) Find the janitor on- duty and ask him to clean it up
 - c) Grab whatever is closest and wipe up immediately, then mark "Biohazard"
 - d) Nothing
9. What do you do if you encounter with bed bugs in a guest room?

Contact someone Manager
10. What do you do if you find Lost and Found items in a guest rooms?

Give it to lost and found contact manager
11. Describe the difference between a disinfectant and a cleaning solution?

Cleaning solution is for cleaning

and

disinfectant is to disinfect areas

8/20/12

