

Jamyia Higgins

Cincinnati, OH 45220

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Current college undergrad looking to work full time work. Very reliable, punctual and professional.

Willing to relocate: Anywhere

Authorized to work in the US for any employer

Work Experience

Data Entry Clerk

Randstad - Cincinnati, OH

June 2016 to Present

Transferring data from paper formats into computer files or database systems.

Delivery Driver

UberEATS, DoorDash - Cincinnati, OH

Present

Mail Sorter

DHL - Hebron, KY

September 2022 to December 2022

Sorting and processing physical mail packages.

Collections Representative

OneMain - Cincinnati, OH

January 2022 to April 2022

Collect payments for outstanding or overdue bills through phone calls, email, mail, or sometimes personal appointments.

Environmental Services Technician

UCMC - Cincinnati, OH

July 2019 to February 2022

We were highly trained to clean and disinfect medical equipment, patient rooms and other common areas within healthcare facilities. Our duties played a huge part in keeping the hospitality and patient rooms nice, clean and sanitized.

Operations Processor

U.S. Bank - Cincinnati, OH

2020 to 2022

Sort mail, processed accounts, and prepare tickets to meet daily and hourly deadlines. Processed and deposit checks received by mail. Reviewed checks/forms for special instructions given by customers and determines the appropriate item handling

Assistant Manager

White Castle - Cincinnati, OH

October 2017 to October 2019

Assisted with maintaining standards of work, sanitation, and safety, ensuring that food items are properly stored, cooked, shipped, and served in a safe, sanitary, and timely manner.

- Counted cash drawers and coordinated change orders for employees
- Oversaw day to day restaurant operations
- Opened and closed restaurant

Education

Associate's degree in Psychology

University of Cincinnati-Main Campus

Present

High school or equivalent in Information Technology

Robert A. Taft High School - Cincinnati, OH

2012 to 2016

Skills

- Information Technology (4 years)
- Communications (4 years)
- Customer Service (3 years)
- Organizational Skills
- Data Entry
- Typing
- Environmental Services
- Custodial experience
- Cleaning
- Driving
- Caregiving
- Supervising experience
- Microsoft Office
- Leadership
- 10 key typing (4 years)
- QuickBooks
- Sales
- Hospital Experience
- Personal Assistant Experience
- Human resources (1 year)
- Clerical Experience

- Office Management
- Management
- Commercial Cleaning
- Problem solving
- Janitorial experience (5 years)
- Microsoft Excel

Languages

- American Sign Language - Beginner

Awards

Honors Award

March 2016

Certifications and Licenses

CPR Certification

Driver's License

August 2021 to July 2025