

# Randisha Johnson

Philadelphia, PA 19139

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Authorized to work in the US for any employer

## Work Experience

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### **Housekeeper**

Hilton - Philadelphia, PA

January 2023 to June 2023

Cleaning 13-17 suites daily.

### **Direct Service Worker**

AUCP - Johnstown, PA

March 2022 to December 2022

administering medication, preparing meals, assisting with personal hygiene, performing minor housekeeping, and keeping your client company

### **PCA Personal Care Assistant**

Atrium - Johnstown, PA

July 2021 to January 2022

Daily living care for seniors including feeding and bathing. Stopped job due to inadequate child care reasons since resolved.

### **Home Health Aide**

Integrity Home Care and Hospice - Johnstown, PA

April 2020 to May 2021

- Cleaning of home
- changing
- meal prep
- laundry
- companion

### **Sales Associate**

Walmart - Johnstown, PA

August 2018 to November 2018

Upkeep of sales floor. Restocking and clean up when needed. Ensuring product location for customer convenience.

### **Crew Member/Cook**

Wendy's - Philadelphia, PA

May 2016 to July 2017

Responsibilities

Prepare customer order. Complete monetary transactions and keep record of inventory. Daily up keep of front and dining area.

#### Accomplishments

I helped to keep my shift running on time and productive by utilizing my training as well as time management skills.

#### Skills Used

Time management

Multi tasking

Leadership

### **EVS Attendant**

Valley Forge Casino Resort - King of Prussia, PA

August 2016 to December 2016

Cleaning and upkeep of hotel common space. Reporting to manager as needed. Stock and replenishing of linen and closet supplies.

### **Cashier/Customer Service**

Aramark - Philadelphia, PA

February 2015 to June 2016

#### Responsibilities

Taking customer order and completing monetary transactions.

#### Accomplishments

I helped to maintain customer satisfaction by making sure to help customers in a timely fashion.

#### Skills Used

I utilized time management skills and being able to keep a chill head under pressure.

### **Sales Associate/Customer Service**

Wawa - Media, PA

June 2014 to January 2015

#### Responsibilities

Prep and upkeep of front and deli foods. Handling of smoothie and milkshake machines.

#### Accomplishments

I helped to keep my shift running smoothly by making sure I did my job on time and correctly with no supervision.

### **Secretary/Receptionist**

Bible Way Baptist Church - Philadelphia, PA

June 2011 to September 2012

#### Responsibilities

Answering and delivering phone calls.

Running errands.

Typing, filling, faxing and copying.

Taking messages.

Receiving packages.

Accomplishments

I helped me employers get their work done on time and proficiently.

Skills Used

Time management

Multi tasking

Calm under pressure

Education

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### **High school or equivalent**

Overbrook High School

Skills

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- Office Management, Excel, Power point, Microsoft Office (3 years)
- CSR
- Customer Care
- Customer Service
- Call Center
- Customer Support
- Senior Care
- Environmental Services
- Home Care
- Laundry
- Meal Preparation
- Hospital Experience
- Cleaning Experience
- Caregiving
- Home health
- Hospital experience

Certifications and Licenses

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### **Entry Level Clerical Position 1**

June 2017 to June 2018

Civil Service test

### **CPR Certification**

### **First Aid Certification**

## **Temporary Nurses Aid**

Present

### Assessments

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#### **Scheduling — Proficient**

March 2023

Cross-referencing agendas and itineraries to avoid scheduling conflicts

Full results: [Proficient](#)

#### **Cleaner fit — Proficient**

February 2022

Measures the traits that are important for successful cleaners

Full results: [Proficient](#)

#### **Home health aide skills — Proficient**

October 2020

Providing care to patients in a home setting

Full results: [Proficient](#)

#### **Warehouse safety — Proficient**

April 2023

Using safe practices in a warehouse setting

Full results: [Proficient](#)

#### **Security guard skills — Proficient**

July 2023

Assessing risks, enforcing security standards, and handling complaints

Full results: [Proficient](#)

#### **Customer focus & orientation — Proficient**

February 2023

Responding to customer situations with sensitivity

Full results: [Proficient](#)

#### **Work style: Reliability — Proficient**

October 2021

Tendency to be reliable, dependable, and act with integrity at work

Full results: [Proficient](#)

#### **Work motivation — Proficient**

October 2020

Level of motivation and discipline applied toward work

Full results: [Proficient](#)

#### **Call center customer service — Proficient**

March 2023

Demonstrating customer service skills in a call center setting

Full results: [Proficient](#)

Indeed Assessments provides skills tests that are not indicative of a license or certification, or continued development in any professional field.