**[Customer Service Administrative Assistant](https://www.postjobfree.com/resume/adzmtq/customer-service-assistant-washington-dc)**

**Location:**Washington, DC

**Posted:**September 11, 2023

**Contact Info:**

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**Resume:**

Washington, Armani DC 200020 Noble 202-914-8843

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PROFILE

I have extensive skills in Customer Service. I am a dutiful, a team player and hardworking employee. I'm looking to began a career in the Hospitality and/or Customer Service Field. I'm seeking Full/Part Time Employment. EXPERIENCE

CHILDCARE ASSISTANT, HOME AWAY FROM HOME;

WASHINGTON, DC 12/2021-PRESENT

As a Childcare Assistant I work closely with the childcare teacher in conducting daily duties such as preparing and serving meals, changing diapers, writing daily reports, recording attendance, engaging in play, assisting to put children to sleep, and creating a safe environment.

ADMINISTRATION ASSISTANT, RACIZM LLC;

WASHINGTON, DC 11/2020- 5/2021

As a Administrative Assistant I worked directly with customers handling online purchases and merchandise orders. I emailed customers and did the scheduling and appointments for the CEO and other employees.

CASHIER, BED BATH & BEYOND;

WASHINGTON, DC 12/2016- 5/2018

As A Cashier I worked directly with customers receiving payments and issuing receipts, wrapping packages and keeping track of all cash and credit transactions for purchases online and in store. I assisted with stocking, cleanliness and customer services as well. GUEST SERVICES, DC UNITED;

WASHINGTON, DC 8/2017- 6/2018

As a Guest Services I welcomed guests and assisted checking them in and guiding guests as needed. Answer inquiries and provide information clearly and efficiently. Complete transactions while handling money responsibly and counting out change accurately to prevent errors.

RECEPTIONIST, DEPT OF TRANSPORTATION ;

WASHINGTON, DC 6/2016- 8/2017

As a Receptionist I answered phones and delegated documents. Sorted incoming and outgoing mail distibutions.

EDUCATION

High School Diploma, Dunbar SHS- Wash, DC- June 2018 SKILLS

Communication

Time Management

Oral & Written Communication