

Kayla Gantt

Northland staffing solutions

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I've done all type of work. I'm willing to learn new things to expand my knowledge.

WORK EXPERIENCE

Janitor

Cady Building Maintenance - New Hope, MN - 2014-07 - Present

Performed heavy and light cleaning duties; floors, rugs, walls, windows and rest rooms.

- Followed procedures for use of chemical cleaners and power equipment.
- Gathered and emptied trash.
- Notified manager concerning the need for major repairs.
- Monitored building security and safety

PCA Personal Care Assistant

Bridging together - Brooklyn Center, MN - 2015-07 - 2016-09

Worked with a woman who was paralyzed. Cleaned and cooked for her and ran errands for her.

PCA

Family First Home Care - Saint Paul Park, MN - 2014-07 - 2014-09

Responsibilities

Go in the homes of clients that are in need of help anything from cooking to cleaning helping them bath and dress themselves.

Accomplishments

It made a big impact on me makes you want to help others more.

Skills Used

cooking skills and cleaning.

Janitor

Adecco Staffing - Minneapolis, MN - 2013-12 - 2014-03

Performed heavy and light cleaning duties; floors, rugs, walls, windows and rest rooms.

- Gathered and emptied trash.
- Notified manager concerning the need for major repairs.
- Monitored building security and safety

Cashier

Family Dollar - Waterloo, IA - 2012-12 - 2013-03

Receive payment by cash, check, credit cards, and automatic debits

- Issue receipts, refunds, credits, and change due to customers
- Assist customers by providing information and resolving their complaints
- Maintain clean and orderly checkout areas and completed other general cleaning duties, such as mopping floors and emptying trash cans

- Stock shelves, and marked prices on shelves and items

Filing Clerk

Change Behavioral Health - Waterloo, IA - 2010-03 - 2012-10

Operate office machines, such as photocopiers and scanners, facsimile machines, voice mail systems, and personal computers.

- Answer telephones, direct calls, and take messages.
- Maintain and update filing, inventory, mailing, and database systems, either manually or using a computer.
- Communicate with customers, employees, and other individuals to answer questions, disseminate or explain information, take orders, and address complaints.
- Open, sort, and route incoming mail, answer correspondence, and prepare outgoing mail.
- Compile, copy, sort, and file records of office activities, business transactions, and other activities.

EDUCATION

Hawkeye Metro Center Waterloo - Waterloo, IA
2010

CERTIFICATIONS/LICENSES

PCA

Present

ADDITIONAL INFORMATION

- Motivated professional who possesses competitive nature and results driven personality; exudes confidence, energy and enthusiasm.
- Bring dedication and commitment to the highest level of service.
- Excellent customer service and communication skill.
- Detail oriented and well organized.
- Ability to build strong relationships and outcome focused.
- Effective under heavy workload and deadline pressures.
- Motivated to initiate and complete projects.
- Ability to work with a diverse population.
- Capacity to cooperate well in team efforts.
- Proficient in MS Windows/Word, Excel, Internet, E-mail.