Kenya Moore

Administrative Assistant

Rochester, MN

kenyasmoore@gmail.com

(202) 322-7874

College student with exceptional interpersonal communication skills, both written and verbal, strong ability to effectively multi-task in a fast-paced office environment, motivated towards achieving set goals and deadlines in a timely manner, experienced in customer service and administrative work, professional and energetic work attitude.

Work Experience

PCA Personal Care Assistant

Robland Home Healthcare - Rochester, MN

July 2018 to Present

Light cleaning, cooking,running errands, and doing laundry, as well as assisting clients with bathing, showering, grooming, and other personal hygiene tasks.

Administrative Assistant

CMT Services - Washington, DC

July 2017 to October 2017

Sorted, organized, and maintained office records accurately
● Checked all incoming materials and categorized them alphabetically
● Sorted and distributed mail to different departments
● Made copies, faxed, and printed important documents
● Responsible for gathering files from other departments and retrieving stored files as needed\
● Update existing records and added new records
● Removed outdated documents as per the company file maintenance procedures

Cashier

Walgreens - Washington, DC

March 2016 to February 2017

Greet customers and ascertain what each customer wants or needs.
● Describe merchandise and explain use, operation, and care of merchandise to customers.
● Compute sales prices, total purchases and receive and process cash or credit payment.
● Answer questions regarding the store and its merchandise.
● Maintain knowledge of current sales and promotions, policies regarding payment and exchanges, and security practices.

Classroom Assistant

Jumpstart - Washington, DC

September 2014 to June 2015

Education

High School Diploma
MAYO HIGH SCHOOL - Rochester, MN
June 2012

Howard University

Skills

Excel (Less than 1 year), Microsoft Excel (Less than 1 year), Microsoft Office (Less than 1 year), Microsoft Word (Less than 1 year), MS OFFICE (Less than 1 year), Executive Administrative, Administrative Support, Data Entry

Additional Information

- Microsoft Office
- Microsoft Word
- Microsoft Excel