

Inisia Felton

Bronx, NY

inisia.felton@gmail.com - 347-982-1077

- Typing 50WPM
- Microsoft Office Suite; Word, Excel, PowerPoint and Outlook
- Well-organized and Efficient.
- Quickly learn procedures and methods.
- Honest, friendly, outstanding communication skills.
- Excellent communication, interpersonal and organizational skills.
- Dependable-can work without supervision

WORK EXPERIENCE

Cashier

Lot-Less Closeouts - New York, NY - July 2012 to Present

- Greet customers entering establishments.
- Receive payment by cash, check, credit cards, vouchers, or automatic debits.
- Issue receipts, refunds, credits, or change due to customers.
- Count money in cash drawers at the beginning of shifts to ensure that amounts are correct and that there is adequate change.
- Maintain clean and orderly checkout areas.
- Establish or identify prices of goods, services or admission, and tabulate bills using calculators, cash registers, or optical price scanners.

Housekeeper

Alpha Living - New York, NY - April 2012 to June 2012

- listen and respond to resident's queries and requests
- ensure adequate stock of cleaning supplies
- maintain all assigned areas in a clean and sanitary condition
- wash, dust, polish, vacuum and sweep all areas of the establishment
- clean sinks, tubs, showers and toilets according to prescribed sanitary standards
- polish fittings and fixtures
- clean mirrors and windows

Sales Cashier

Century 21 Department Store - New York, NY - September 2011 to November 2011

- Manage currency accountability
- Greeted customers and ascertained customers' needs.
- Computed sales prices, total purchases and processed payments.
- Participated in various incentive programs and contest designed to support achievement of production goals.

Administrative Aide- Training Program (WEP)

R.A.I.N. Middletown - Bronx, NY - August 2011 to September 2011

- Directly supported Director in managing operation work flow.
- Answered phones and directed callers to the appropriate personnel.
- Handled all administrative duties such as filing, typing memos, and scheduling appointments.

- Handled special task as requested.

Cancer Care Technician

Calvary Hospital - Bronx, NY - June 2005 to March 2011

- Coordinated with Doctors and Registered Nurses to develop care plans for patients.
- Assisted residents with bathing, feeding, dressings, lifting and transferring.
- Took and recorded patient's temperature and pulse.
- Monitored food intake and output levels.
- Maintained patient privacy and confidential patient information.

Cashier / Front End Manager

Stop and Shop Supermarket - Bronx, NY - June 2004 to June 2005

- Greeted customers and ascertained customers' needs.
- Managed grocery store and supervised employees.
- Planned and prepared work schedule, assigning employees to specific tasks.
- Coordinated sales promotion activities.
- Manage currency accountability.

Administrative Assistant

Monroe Academy for Business & Law - Bronx, NY - November 2003 to June 2004

- Assisted in all areas of administrative work including data entry, receptionist duties, file organization, research and development.
- Prepared and drafted all outgoing correspondence in a timely manner.
- Answered phones and directed callers to the appropriate personnel.

EDUCATION

Monroe Academy For Business & Law - Bronx, NY
2000 to 2004

High School
2004