

BRITTNEY L. PRICE

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EXPERIENCE

My Independence at HOME, Philadelphia, PA June 2016 – *Present*

Receptionist

- Answered phones, screened, directed phone calls, take and relayed messages.
- Provided callers with company and other related information.
- Greeted and directed visitors and monitored visitor access by maintaining security awareness.
- Provided administrative and clerical support including word processing, filing, and faxing company documents.
- Scheduled appointments for CEO, received and sorted mail and deliveries.
- Distributed monthly gas cards to selected office staff.
- Managed distribution of consumer and employee birthday cards.
- Prepared and distributed employee of the month packets, maintained and audited office supply inventory, and organized conference and meeting room bookings.
- Ran weekly consumer waiver eligibility.
- Monitored and maintained the office equipment and reception area.

J. Crew, Glen Mills, PA November 2015 – March 2016

Cashier

- Operated register and IPAD for payment processing.
- Provided customer service and care.
- Packed and shipped merchandise.
- Managed inventory.

Acme, West Chester, PA April 2013 – October 2013

Cashier

- Operated register, provided customer service, and product placement.
- Discussed policy and procedures upon customer request.
- Assisted in various sections of the market.

Vision Quest, Philadelphia, PA June 2012 – August 2013

Intern

- Interacted with families through weekly conference calls and daily communication with Juvenile Probation Officers.
- Filed court documents and reviewed documents for court hearings.
- Worked as a liaison between Vision Quest and the School District of Philadelphia.

T.J. Maxx, Broomall, PA June 2010 – July 2011

Cashier

- Recommended, selected, and helped locate or obtain merchandise based on customer needs
- Operated register for payment processing
- Provided customer service for solving complexed merchandise request.

EDUCATION

Cheyney University, Cheyney, PA August 2011 – *Present*

- *Member of Alpha Kappa Alpha Sorority Incorporated*

Strath Haven High School, Wallingford, PA Class of 2011

- *High School Diploma*

QUALIFICATIONS

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|---|---|
| • Proficient in Microsoft Excel 2013 | • Excellent interpersonal and communication skills |
| • Proficient in Microsoft Word 2013 | • Able to positively contribute to team objectives |
| • Proficient in Microsoft PowerPoint 2013 | • PROMISe Portal Proficient |
| • Detail-orientated multi-tasker | • Proficient in Kinnser ADL Home Health Care Software |

REFERENCES

References upon request.