

KETURAH HONORE

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SKILLS PROFILE

- Advanced Knowledge of Microsoft Word, Excel, PowerPoint & Adobe Photoshop and other Windows programs
- Typing: 59 WPM, Data Entry: 14750 KPH
- Strong Planning and Organizational Skills
- Advanced Mathematical Aptitude
- Ability to operate office equipment
- Ability to multi-task, work independently and as a team member

EXPERIENCE AND EMPLOYMENT HISTORY

United Parcel Service (UPS) – Load Planning/Scale House Worker

Philadelphia, PA

(May 2018-current)

- Verifies accuracy of air cargo paperwork and correct any mistakes
- Weighs air containers and records data before cargo is loaded onto airplane
- Directs drivers safely on and off the weighing scales

Caretaker

Philadelphia, PA

(September 2009 – October 2018)

- Provides 24 hour care for diabetic and disabled senior citizen
- Organizes medical and social appointments, provides transportation
- Schedules and distributes medicine daily, effectively communicates with medical personnel

Child Care - CCIS of Philadelphia County, South and West

Philadelphia, PA

(July 2015 – March 2018)

- Provided daytime care for children ages 10 and under
- Responsible for the organization of meal plans and activities for children
- Provided tutoring and bathroom training when applicable

Mechanical Turk - Independent Contractor

Philadelphia, PA

(August 2015– March 2017)

- Provided a wide variety of cloud-labor services including transcription, data entry, and search engine ranking

EDUCATION

Philadelphia High School for Girls, Philadelphia, PA

High School Diploma, June 2008