

TIERRA POWELL

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EDUCATION

Mastery Charter School Shoemaker Campus	Philadelphia, PA	2012 to 2016
Lock Haven University	Lock Haven, PA	Aug 2016-Dec 2017

WORK/ VOLUNTEER EXPERIENCE

Allied Universal Security	Philadelphia, PA	Feb 2018-Present
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- Monitor and authorize entrances
- Write reports of daily activities and irregularities
- Patrol industrial or commercial premises to prevent and detect signs of intrusion

Wawa	King of Prussia, PA	June 2017 to Feb 2018
<i>Customer Service Associate</i>		

- Cleaned food preparation equipment, work areas, and counters or tables.
- Took orders from customers and cook foods requiring short preparation times
- Restocked kitchen supplies, rotate food, and stamp the time and date on food in coolers.

JCPenney	Philadelphia, PA	Jan 2016 to July 2017
<i>Sales Associate</i>		

- Provided customer service by greeting and assisting customers
- Monitored sales activities to ensure that customers receive satisfactory service
- Inventory stocked and re ordered when inventory drops to a specified level.

Old Navy	Philadelphia PA	April 2016 to Jan 2017
<i>Brand Associate</i>		

- Greeted customers and ascertain what each customer wants or needs.
- Described merchandise and explain use, operation, and care of merchandise to customers.
- Recommended, selected, and helped locate or obtain merchandise based on customer needs and desires.

CVS/Pharmacy	Philadelphia,PA	Oct 2015 to June 2016
<i>Clerk/Cashier</i>		

- Cashed checks for customers.

- Paid company bills by cash, vouchers, or checks.
- Answered customers' questions, and provide information on procedures or policies.

EXTRACURRICULAR ACTIVITIES

Westin Philadelphia Hotel

Philadelphia, PA

January 2015-May

2016

- Filed paperwork in a orderly manner
- Participated in decision making for hiring new employees
- Greeted guest in a warm and welcoming manner

A.D.A.C After School Program

Philadelphia, PA

July 2010- Aug 2017

- Assisted children with homework , with the goal of completion
- Facilitated lessons on drug awareness

SKILLS AND QUALIFICATIONS

Computer

- Create PowerPoint presentations
- Compose various reports and essays on Microsoft Word
- Experience in Home Health Aide work