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Brittney Adolphe

Objective	Seeking an entry-level position in the Healthcare field
Education	<p>Abraham Lincoln High School, Philadelphia, PA The Academy of Professional Services Relevant Courses: Business Accounting Expected Graduation Date: June, 2016</p> <p>Community College Of Philadelphia , Philadelphia, PA Associate of Science Expected Graduation Date: May, 2019</p>
Work Experience	<p>Rite Aid, Philadelphia, PA (2015-2016) Sales Associate</p> <ul style="list-style-type: none">• Cashier register ringing items for people and making sure they get the right amount of change , Greeted with respect• Floor associate responsibilities throughout the day keeping the store clean and organized <p>Philadelphia Federal Credit Union, Philadelphia,PA (2016-2018) Call Center Representative</p> <ul style="list-style-type: none">• Maintain call center database by entering information• Obtains member information by answering Telephone calls, verifying information• Inform members by explaining procedures; answering questions, providing information• Accomplishes sales and organization mission by completing related results as needed• Updates job knowledge by studying new product descriptions• Determines eligibility by comparing members information to requirements <p>Home Care Assistance, Philadelphia,PA (2018-Present)</p> <ul style="list-style-type: none">• Perform basic home care service for patient.• Help Patient with personal hygiene, dressing, bathing and other daily tasks
Activities	<ul style="list-style-type: none">• .Big Brother Big Sister, New York, NY February 2012- June 2013 Participate in a workplace mentoring program at prestigious New York law firm.• Woodhull Hospital Summer Internship, Brooklyn NY July Helped with Patients/ Clerical duties/ Teen aid and pregnancy awareness and prevention• Student Ambassador a program for student leaders within their high school, Demonstrates strong academics and commitment to community service
Skills	<ul style="list-style-type: none">• Certified in Microsoft Office software Word, and Proficient in Excel and PowerPoint, Punctual, Personable• Multilingual (Haitian Creole, English, French)
References	<p>Colleen Quigley 215-850-9043 Rubina Maldonado 215-783-0079</p>

