

# Deniece Harvey

Philadelphia, PA 19131

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267-8105054

Authorized to work in the US for any employer

## Work Experience

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### **Secretary/Receptionist**

Kelly Services - Philadelphia, PA

June 2019 to Present

maintains the smooth running of an office through a variety of administrative and clerical duties. They handle office schedules, coordinate meetings and visits, organize files, answer phones and perform a huge array of other essential tasks.

### **Security Professional**

Allied Universal Security Services, Systems and Solutions - Philadelphia, PA

June 2018 to November 2019

Secures premises and personnel by patrolling property; monitoring surveillance equipment; inspecting buildings, equipment, and access points; permitting entry. Obtains help by sounding alarms. ... Maintains environment by monitoring and setting building and equipment controls

### **General Utility Worker / supervisor**

GD CORRECTION SERVICES - Philadelphia, PA

June 2017 to April 2019

- 1. GENERAL UTILITY
- Supervises inmates while they work in the kitchen and assist with preparing food for other inmates as well as employees.

### **CASHIER**

Compass Group - Philadelphia, PA

January 2017 to February 2018

FOOD SERVICES, CANTEEN SERVICES

Greet customers and communicate with them with a view to determine their orders. Provide customers with information on daily specials and discount deals. Take payments and tender change. Process credit card payments and ensure that the customer sign counter slips. Relay customers' orders to the kitchen and ensure that each order is expedited. Service customers' requests and complaints and make sure that any serious complaint is brought to the notice of the restaurant manager.

### **OVERNIGHT STOCK ASSOCIATE**

Primark - Philadelphia, PA

February 2015 to April 2017

PRIMARK

Stock incoming deliveries during the night by assisting in unloading trucks. Sort out received items and make piles according to types of materials. Transport freight to the sales floors after sorting and ensuring that sufficient quantity has been delivered. Ensure that items are marked properly before they are sent to the sales floors. Place price tags on items and ensure that barcodes are correctly placed. Follow company rules and protocols governing top product placement activities.

### **Custodial Worker**

Aramark - Philadelphia, PA  
May 2015 to June 2016

Clean classrooms and bathrooms spot check dust, remove all trash , dust mop floor, disinfect all urinals , sinks , walls restock all paper products

### **Climate control**

Philadelphia School District - Philadelphia, PA  
September 2014 to May 2016

Under the direction of the Principal, serves as technical resource to staff on school climate initiatives. ... Delivers training on school-wide and classroom-wide interventions. Under the direction of the Principal, in conjunction with the Climate team, assists in developing climate strategies.

## Education

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### **HIGH SCHOOL DIPLOMA**

OLNEY HIGH SCHOOL  
June 2005

## Skills

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- CUSTOMER SERVICE (10+ years)

## Additional Information

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### **SKILLS**

- Ability to adapt and work on any team
- Effective communication skills
- Customer Service Sills
- Conflict resolution expert
- Energetic work attitude