

Kaneesha Perez-Rodriguez

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OBJECTIVE

A passionate and dependable individual seeking a position as an administrative assistant where I can contribute my dedicated work experience as well as my customer service skills. A driven, motivated, and reliable team player with strong organization skills and an enthusiastic approach in providing a positive experience to the company's client base. Also willing to learn the appropriate skills needed to best fit the position.

SKILLS

- Strong analytical, communication, and writing skills
- Proficient in Microsoft Office Suite (Word, Excel, PowerPoint, and Outlook)
- Proficient in Spanish

EDUCATION

Montgomery County Community College, Blue Bell, PA
• Major: General Psychology

Expected to graduate: May 2021

PROFESSIONAL EXPERIENCE

Bright Horizons, Hoboken, NJ
Assistant Teacher

February 2018 – Present

- Helped to maintain a clean and safe environment for children
- Assist with daily planning and coordinating activities
- Responsible for establishing supportive relationships with parents
- Entrusted to manage classroom in teacher's absence
- Performed diaper changes and feedings
- Teach and help children develop good habits and behavior
- Maintain student's records for parent's convenience and center's files

Carla Nicole Properties, LLC, Hoboken, NJ
Assistant Property Manager

December 2015 - August 2017

- Wrote work orders for maintenance department
- Performed all necessary functions to facilitate tenant "Move Outs" and "Move Ins"
- Executed leases with new and returning tenants
- Responded to tenant questions, concerns, and complaints
- Input all tenant rents into worksheets
- Reviewed and approved all invoices sent to company
- Accomplished financial objectives by collecting rents and paying bills

Kids Footlocker, Paramus, NJ
Sales Associate

August 2013 - Present

- Assists customers with any reasons for entering the store, always promoting new sales
- Identifies potential sports and fashion trends and acts accordingly to improvise sales
- Responsible for receiving payment by cash, check, credit/debit cards, gift cards, and vouchers
- Provide excellent customer service by greeting customers, attending to their needs, and making sure they leave with a positive lasting impression
- Meets and exceeds personal sales goal each day
- Assists in changing displays and ensuring display merchandise is represented and priced properly
- Responsible for receiving incoming inventory items, confirming merchandise off incoming merchandise list, and organizing items according to type, name brand, and size

***Reference Available Upon Request**