

Ayahna Kirce-Gowdy

Teen Looking For A Part-Time Job

Philadelphia, PA 19111

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I am a 15 year old girl looking for a part time job in philadelphia,PA. or any surrounding areas I am available any time of the week. Although i am a young woman, i do see myself as a very respectful and responsible person, and someone with great work experience so please take that into consideration!

Willing to relocate to: Philadelphia, PA - -

Authorized to work in the US for any employer

Work Experience

Payroll Clerk

All Out Delivery LLC - Philadelphia, PA

January 2019 to Present

I calculate the pay that each employee gets (including deductions and writing checks) i maintain all payroll information by collecting, confirming and entering data into the payroll system. i usually make invoices to make sure everything is right including - how many deliveries were made and how much the employees get paid for that day

Babysitter

In Good Hand's LLC - Philadelphia, PA

May 2020 to August 2022

At this job i babysat kids during after school hours. i also helped them with anything they needed whether it was personal problems or homework, i was a tutor for those who needed help also with school work.

- 3 years of childcare experience
- Provided children with a productive, compassionate learning environment
- Fostered constant positive communication
- Managed a schedule of daily activities, including Play time, nap time, snack time

Education

High School CO'26

Girls High School - Philadelphia, PA

August 2022 to Present

Skills

- Customer service
- Organizational skills
- Infant care

- Experience with children
- Childcare
- QuickBooks
- Microsoft Word (4 years)

Assessments

Customer focus & orientation — Completed

April 2022

Responding to customer situations with sensitivity

Full results: [Completed](#)

Indeed Assessments provides skills tests that are not indicative of a license or certification, or continued development in any professional field.