**Lanissa Baldeo** [lanissabaldeo93@gmail.com](mailto:lanissabaldeo93@gmail.com)

An enthusiastic and ambitious hard worker who 929.293.8947

is looking for a customer service position. 109-25 115 St South Ozone park Queens NY 11420,

Queens, NY, US

**Work Experience** **Skills**

**Host /Office Assistant** Microsoft Word, Excel, PowerPoint

OTG Management Highly motivated, quick learner,

Achievements/Tasks team player, interpersonal

Maintain knowledge of airport, terminal and skills with customer service.

restaurants information, recommendations.

Communicate guest concerns and complaints to

managers. Assist customers with placing their order on

the iPad. Assist supervisor with filing and data entry.

**Home Care Attendant** **ACHIEVEMENTS**

Lynn Agency License

08/2016 – 08/2016 Food handler license , Security

Achievements/Tasks Guard license

Light housekeeping including cooking and laundry

,Assisting patient with personal needs ,Transporting

patients to appointments, grocery store etc.

**Cashier, Staff**

Unique Stores

07/2015 – 07/2015

Achievements/Tasks

Scan items and ensure pricing is correct, perform

transactions in the form of cash, credit or debit card

**Cashier, Staff**

National Wholesale Liquidators

01/2015 – 01/2015

Achievements/Tasks

Performed transaction at register, Performed

exchanges and refunds for items, Restocked shelves and

ensured neatness of items.

**Cashier**

McDonald’s

01/2015 – 01/2015

Achievements/Tasks

Inputting customer orders in register, preparing menu

items for customer.

**EDUCATION**

Business Administration

LaGuardia Community College

2016

Courses

Associate in Business

Administration