

# Latanya Pettiford

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Durham, NC

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9194911587

Authorized to work in the US for any employer

## Work Experience

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### **Front Desk Agent**

Comfort Inn by Choice Hotels - Durham, NC

June 2018 to Present

Greet all guests providing quality customer service.

Balance a cash drawer daily

Check in all guests upon arrival

Verify appropriate payment

Answer a multi telephone line

### **Companion/Caregiver**

Senior helpers - Durham, NC

January 2016 to April 2018

Assisted clients with companionship in their homes.

Performed light chores and housekeeping as directed

Assisted with errands and mobility

### **Para professional**

Comprehensive Care - Durham, NC

March 2013 to May 2016

Assisted at risk teens in achieving goals set for them by doctors, teachers, parents etc.

Kept a weekly care plan of all progress received

Met with a team on a weekly basis to determine strategies to better be of service to all clients

Distribution of meds as needed

### **Concierge/Receptionist**

Hilcrest Rehabilitation - Raleigh, NC

February 2005 to August 2007

Greeted all guests of the facility

Provided directions to all visitors

Answered a multi telephone line

Printed daily Census sheets and distributed to all charge nurse stations

Printed, filed and faxed daily reports

## Education

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**General**

Hillside High School - Durham, NC

August 1991 to June 1995

**Skills**

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Front Desk, Guest Service, Front Office, Reception, Customer Service