

Nivea Long
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Objective: To acquire a position that will enable me to further enhance my skills and knowledge while making a contribution to the organization.

Education: **Jones High School**, Orlando, FL
Diploma, 2001

Skills: Microsoft Word, Excel, PowerPoint, excellent oral & written skills, Case Management Certification, Microsoft Certificate

Work Experience:

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| 01/2011 – Present
02/1999 – 10/2008 | City of Orlando , Orlando, FL
Administration (Parramore Kidz Zone-PKZ) <ul style="list-style-type: none">• Answer phones and greet clients• Assist clients with 4C• Assist clients with financial assistance• Other duties as assigned |
| 10/2008 – 12/2010 | CCSI , Orlando, FL
Office Assistant (PKZ) <ul style="list-style-type: none">• Answered phones and greeted clients• Provided assistance to PKZ's sports teams• Other duties as assigned |
| 03/2000 – 11/2002 | Taco Bell , Orlando, FL
Cashier <ul style="list-style-type: none">• Prepped and cooked food• Assisted customers with their purchases• Other duties as assigned |
| 02/2001 – 05/2001 | Orlando Regional Medical Center , Orlando, FL
Cashier/Prep Cook <ul style="list-style-type: none">• Prepped and cooked food• Assisted customers with their purchases• Other duties as assigned |

References: Available upon request.