

Nakya Grayson

Pittsburgh, PA 15235

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Authorized to work in the US for any employer

Work Experience

Central Supply

Genesis HealthCare-Pittsburgh, PA

Present

Administrative Assistant

Genesis Healthcare-Pittsburgh, PA

May 2024 to Present

Scheduler

Genesis HealthCare-Pittsburgh, PA

October 2023 to Present

Activities Assistant

Genesis HealthCare and Rehabilitation-Pittsburgh, PA

October 2022 to October 2023

Daycare Assistant

Early Learning Center-Pittsburgh, PA

July 2022 to October 2022

Crew Member

McDonald's-Plum, PA

December 2019 to January 2022

With me being an employee at McDonald's working as a crew member I have learned a lot of things within the food business. I have also learned how to deal with people out in the public and what are the basic do's and don't's of such a big business which has taught me a lot within this past year.

Education

None in None

Plum Senior High School-Pittsburgh, PA

August 2017 to June 2021

Skills

- Phlebotomy
- Childcare

- Microsoft Outlook
- Front desk
- Anatomy knowledge
- Phone etiquette
- Medicare
- Hoyer lift
- Crew member (1 year)
- Medication administration
- Hospitality
- Documentation review
- Organizational skills
- Microsoft Word
- Home care
- Alzheimer's care
- Typing
- Customer service
- Financial services