***Princess Hampton***

***13033 Seeley, Blue Island IL, 60406***

***773-577-6519 - Fristborn2011@gmail.com***

***Objective***

Seeking a challenging career that utilizes my skills in my area of competence and enriches my knowledge, and gives me a chance to be part of a team that contributes towards the growth of the organization, thereby yielding the twin benefits of job satisfaction and convenient professional growth.

***Education***

01/07 – 12/07 Northwestern Business College, Major: Massage Therapy Business Administration, Bridgeview IL, 60455

09/05 – 06//07 Christian Fenger Academy H.S, Chicago IL, 60628

09/03 – 06/05 Carver Military Academy H.S, Chicago IL, 60827

***Work Experience***

***Home Care Nurse Aide, Chicago Commons, Chicago, IL – 12/12 – Current***

* Supports patients by providing housekeeping and laundry services; shopping for food and other household requirements; preparing and serving meals and snacks.
* Assists patients by providing personal services, such as, bathing, dressing, and grooming.

***Security Officer, Impaq Security, Chicago, IL – 07/12 – 11/12***

* Worked the front desk of a high rise building by monitoring surveillance equipment, patrolling property and checking visitors id’s for entry to building.

***Home Care Aide, Nett Hands Home Care, Homewood, IL – 10/11 -01/13***

* Supported patients by providing housekeeping and laundry services; shopping for food and other household requirements; preparing and serving meals and snacks; running errands
* Assisted patients by providing personal services, such as, bathing, dressing, and grooming.

***Security officer, Millennium Security Company, Chicago, IL – 07/10 – 10//11***

* Secured premises and personnel by patrolling property; monitoring surveillance equipment; and access points; permitting entry.
* Prevented losses and damage by reporting irregularities; informing violators of policy and procedures.

***Clerical, Harris Bank, Chicago, IL – 04/09 – 10/09***

* Worked with live check; input information in the computer system; and checking for errors made by other companies.

***Clerical, Chase Bank, Chicago, IL – 08/08 – 04/09***

* Worked in the immigrations department checking files for immigrants to migrate to the United States.

***Custodian, Harper College - Smith Maintenance Company, Palatine, IL – 07/07 – 08/08***

* Cleaned college classrooms , bathrooms, swept and mopped hallways and stairwells.
* Refilled paper towel, tissue, toilet paper and hand soap in all dispensers.
* Moved heavy objects.
* Performs other duties as needed.

 ***Host, Applebees, Evergreen Park, IL - 05/07 – 07/07***

* Greeted guests, escorted them to tables, and provided menus.
* Inspected dining and serving areas to ensure cleanliness and proper setup.
* Spoke with patrons to ensure satisfaction with food and service, and to respond to complaints.

***Licenses and Certifications***

Security license, CPR card, Home Care certified

***Technical Skills***

Computer processing, Microsoft Excel, Word, Graphic Arts, Business Development