

KENTRELL TOMLIN
37Lawerance Street Apt 4B
(914) 536-4786 | (914) 979 5244 | kentrell_tomlin1.com@hotmail.com

September, 22 2023

Human Resources Department

Dear Sir Madam,

I am strongly interested in applying to the response for this position that you have available as you can see I have the background knowledge and experience that can assure you that I will be nothing but my strong asset to your company and as wisely picked candidate for the position it will be nothing but my honor to formally introduce myself personally to explain to you and others for the position I have held related to your establishment and ask and be asked an answer any questions as needed for me to you and you to me as well.

Should my qualifications be a suitable match for this position please contact me asap at your earliest convenience.

If your company requires a dedicated and hard working person good customer service oriented individual who is well versed and very professional please feel free to contact me to schedule an interview at (914) 536-4786 or (914) 979- 5244.

Thank you for your time and considerations and convenience and I look forward from hearing from you.

Sincerely,

Kentrell Tomlim.

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OBJECTIVE:

To obtain a position that provides an opportunity for advancements anywhere I can provide my hard working skills and abilities

EDUCATION;

CDL Training Program August 2018

C.N.A / C.P.R: Certified Training Programs June 2013

General Equivalency Diploma December 2008

Westchester Community College-SUNY E.O.C 26 South Broadway Yonkers NY 10701

MAJOR STRENGTHS;

- Dependable Punctual
- Impeccable driving record Deadline Driven
- Detailed Orientated
- Responsible Very Knowledgeable
- Fast learner Hard Team Worker and Team Leader

EMPLOYMENT EXPERIENCE HISTORY

Palisades Gardens

July 2018 - August 2019

Personal Care Aide

185 Palisade Ave Yonkers N.Y 10705

- Maintained professional and courteous communication skills with clients and co- workers and managers.
- Assist clients with prescribed Medications Conducted Patient's Observed them to ensure their well-being and safety help to resolve issues with clients with mental and substance abuse challenges and issues

Pet Goods

September, 2017 – December 2017

Cashier

1135 Park Ave Scarsdale N.Y 10583

- Confer with customers by telephone or in person to provide information about products or services
- Head Cashier
- Inventory and Stock Associate
- Personal Care and needs for animals

5 Guys Restaurant

January 2017 – November 2017

Cashier

2500 Central Park Ave Yonkers NY 10710

- Confer with Customers by telephone to place orders
- Cashier inventory and stock associate
- Answering a very high volume of inbound calls from customers placing orders several outgoing calls

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- Daily cleaning and full dining services and maintenance routine

The Sharing Community

January 2018 to November 2021

Personal Care Aide

1 Hudson street Yonkers NY 10701

- Assisted with drop ins and temporary Homeless Facility Co Ed for Mental health substance abuse Clients to make sure they ate showered was placed at a sleep site daily advocated for any of their needs resolved any issues or disputes

The Hilton Garden Inn

December 2021 to December 2022 201

Bartender/Food Preparer/ Food Server

Ogden Ave Dobbs Ferry NY 10522

- Provide professional, responsive and friendly beverage & food service to members / guests
- Be attentive to members' needs, circulate the room as needed and respond quickly. Always be ready to take food and beverage orders with chits and pencils on hand at all times
- Use good judgment and discretion when serving alcohol.
- Recommend wines to accompany menu items • Stock bar with adequate wines, liquor, beer, pop, juices, fruit, glassware, ice swizzle sticks, napkins, straws etc.
- Handle complaints with professionalism and tact. Take action if possible or escalate to the supervisor.
- Maintain a safe and clean bar environment – ensure all glassware and machines are clean, all surfaces are wiped and all equipment is turned off at shift end.

Alamo Draft House Cinema

December 2021 to December 2022

Concierge worker

2548 Central Park Ave Yonkers NY 10701

- Accomplishments Certified H.I.V Counselors and test administrator references available upon request