

Dionne Daniels

Administration Assistant/ Massage Therapist

New Castle, DE 19720

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302-685-2190

To obtain a challenging position that will utilize my broad Administrative Assistant, Certified Massage Therapist, Travel Agency Airline Stewardess as well as Booking flights skills and abilities.

Authorized to work in the US for any employer

Work Experience

Massage Therapist

Hand & Stone Massage and Facial Spa - Wilmington, DE

April 2015 to March 2020

Perform different massage techniques like Swedish Deep Tissue, Sports, Prenatal Care for my scheduled clients as needed. Also changed linen after each client and kept a clean tidy and sanitize massage area daily.

Activities Aide

Cadia Rehabilitation Silverside - Wilmington, DE

November 2013 to March 2015

Responsibilities

I Dionne Daniels had a very positive attitude, uplifting and upbeat spirit, dedicated, responsible, reliable, loving, caring and dedicated, time punctual excellent work ethics, team player, wellness is to learn, as well as a very fast learner, multi task employee at Cadia Rehabilitation Silverside. My daily duties that I would perform at my time at Cadia. I would pass out daily sheets of activities we were conducting that day to 160 residence. I was responsible daily for conducting activities such as Bible study, Jehovah Witness Bible study, Tai Chi, Yoga, Bingo, Arts & Crafts such as painting, crafting, and feathers touch. I would also be the masseuse doing hands on Massages to the residence twice a week on Spa Day. My duties also was I would escort the residents to field trips. Such as taking the residents out in trips to Bowling, Movies, Delaware Park, picnics and shopping trips.

Accomplishments

The accomplishment I had at Cadia Silverside was that I came in as an Activity Aide and I am a Certified Massage Therapist as well. I was able to do spa day twice a week and do my hands on body mind and soul massage technique for my residence, coworkers, as well as the family members. Each spa day my residence would thank me and they would all fall asleep after I would Massage them every time since the whole 3 years I've have been working for Cadia. Never failed when anyone I massage wake up. They stated I will see you next week that was my impact to my residence family members as well as co workers.

Skills Used

I demonstrated My Certified Massage Therapist skill, hard working skills, was dedicated, responsible, reliable person, positive attitude, team player, willingness to learn, fast learner and multitask, as well as my uplifting and friendly attitude at my time working at Cadia Rehabilitation Silverside.

Micro Film Filler

DMI Imaging Service - Wilmington, DE
June 2008 to November 2013

Verified the Department of Labor loan documentations that had been scanned. If there were any errors or rescans my duties would be to rescan the documentation.

- Validated, Verified and keyed in Air Gas Validations daily.
- Proofread memos, correspondence, reports and other documentation
- Processed Air Gas/SAP to receive it on Web Doc

Switchboard Operator

Disability Determination Service - Wilmington, DE
September 2005 to June 2008

Answered multi-line telephone system and transferred called to the appropriate adjudicator administrator

- Clerical duties included back up scanning, expediting correspondence via mail for several administrators
- Verified billing for doctor's offices
- Maintained daily log sheets for processing of daily workloads

Image Processor

JP Morgan-Chase - Wilmington, DE
April 2004 to September 2005

Opened mail in preparation for routing, handling and scanning

- Prepared various correspondence
- Performed data entry of cardholder information
- Operated fax machine and copier

Payroll Investigator

MBNA - Wilmington, DE
September 2003 to April 2004

Investigated employee's payroll and edited over one thousand timesheets daily

- Compiled payroll data, entered data and computed and posted wages
- Posted data to payroll records

Assistant promoted to Administrative Assistant

Delaware Division of Revenue - Wilmington, DE
June 2000 to August 2003

Answered telephones and maintained calendar for the Assistant Director of the Division of Revenue

- Kept a daily general ledger on Microsoft Excel
- Recorded time slips for Office of Business tax personnel
- Prepared memos for approval and compiled data from surveys

Education

Diploma in Certified Swedish Massage Therapist

National Massage Therapy Institution - Wilmington, DE
2010

Diploma

The Boyd School - Pittsburgh, PA
1994

Business Professionals of America

Delcastle Technical High School - Wilmington, DE

Skills

- Activities Aide, Administrative Assistant, Clerical, Patient Care Technician, and Certified Massage Therapist (10+ years)
- PeopleSoft
- SAP
- Data entry
- General Ledger Reconciliation
- Trigger Point Therapy

Languages

- English - Expert

Certifications and Licenses

Airline/Travel Agent

June 1995 to Present

Went to the Boyd School in Pittsburg, PA. Graduated as an Certified Airline/Travel Agent. Diploma

Certified Massage Therapist

February 2016 to Present

Went to the National Massage Therapy Institution. I am a Certified Swedish Massage Therapist. Graduated with Diploma completed 600 hours.

Additional Information

Skills: Proven multi-tasking skills, with ability to meet priority deadlines, Well organized with thorough analytic. Proactive approach to research and problem solving issues. Ability to work independently and efficiently minimum supervision. PC knowledge extended to: Keyboard Proficiency and Document Formatting, Customer Service, Business Computer Applications, Business Communications, Accounting I, II, III, WordPerfect, Microsoft Windows XP Word and Excel, PeopleSoft, BMF Reflection, Samson, Pro-Designer, Bookkeeping, Mainframe, Time Master System, Outlook, Midas, Switchboard Operator of 8 lines and Software and Swedish Massage Therapist