

# Brianna Hollingsworth

Bronx, NY 10451

[Hollingsworth.brianna1@gmail.com](mailto:Hollingsworth.brianna1@gmail.com)

+1 929 388 9830

## Professional Summary

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To be employed in an office or establishment to answer the telephone, deal with clients, and greets visitors

Authorized to work in the US for any employer

## Work Experience

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### **Residential Aide**

Acacia Network-Bronx, NY

October 2023 to August 2024

Conducting room inspections, logging in and searching clients as they enter the facility. maintaining a positive attitude for the clients. Doing intakes for new clients.

### **Residential Aide**

Bronx Parent Housing Network-Bronx, NY

May 2019 to January 2020

Working by side of case manger, intakes, monitoring camera and building, entry in log book. Making incident reports when needed

### **RECEPTIONIST**

READY SET LEARN DAYCARE-Bronx, NY

July 2018 to August 2018

Answering's phone taken messages from parents and pers. Faxing and printing out information.

### **Residential Aide**

Phipps Neighborhoods-Bronx, NY

September 2017 to July 2018

Keeping track of residents that enter into the facility, making sure that the area was safe and secure, being able to make incident reports of any nature.

## Education

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### **Trade school in Phlebotomy**

Code one - New York, NY

September 2020 to November 2020

### **High school diploma**

South Bronx jobcorp - Andrew, IA

March 2016 to March 2017

## Skills

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- Filing (1 year)
- Documentation review
- Caregiving
- Microsoft Office
- Medical receptionist
- Front Desk
- Developmental Disabilities Experience
- Social work
- Conflict management
- Computer skills
- Home & community care
- Venipuncture
- Data entry
- Microsoft Excel
- Cash handling
- Experience with children
- Cash handling (4 years)
- Security
- Outlook
- Receptionist
- Fair Housing regulations
- Front Office
- MULTITASKING (1 year)
- Phlebotomy
- Organizational skills
- Reception (2 years)
- Customer service
- Bilingual
- Working with people with developmental disabilities
- Physical examinations
- Medical Office Experience
- English
- Scheduling
- Communication skills
- Microsoft Word
- Special education

- Front desk
- Case management

## Certifications and Licenses

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### **First Aid Certification**

October 2023 to Present

### **CPR Certification**

April 2023 to Present

### **Certified Phlebotomy Technician**

November 2021 to Present

### **BLS Certification**

### **Food Handler Certification**

### **ASCP Certification**

## Additional Information

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### SKILLS

- Communication
- Multitasking/ Working under pressure
- Self-Motivated