

TYLESHA KEBE

313 Bob White Pkwy, Suffolk, VA 23435 · 757-537-2704

itstylesha@gmail.com · tkebe001@odu.edu

My career objective is to be a Military Family Life Counselor at Fleet and Family Support Center, Child Life Specialists, or Health Counselor.

EDUCATION

MAY 2020

BACHELOR OF SCIENCE IN HUMAN SERVICES, OLD DOMINION UNIVERSITY

Major: Human Services | Minor: Psychology w/ Concentration in Child and Adolescent Development

JUNE 2015

ADVANCED DIPLOMA, NANSEMOND RIVER HIGH SCHOOL

GPA: 3.30

WORK HISTORY

AUGUST 2018 – PRESENT

CHILD YOUTH PROGRAM ASSISTANT, JEBLCFS CHILD DEVELOPMENT CENTER

curriculum, indoor and outdoor environment, interactions and relationships, supervision of children and youth, parent and employee communication, assessment, compliance, and additional responsibilities.

JUNE 2018 – AUGUST 2018

CUSTOMER SERVICE ASSOCIATE, IBEX GLOBAL

Respond to customer inquiries, provide exceptional service to customers, address customer concerns and inquiries, provide solutions, properly document interaction with customers, maintain excellent on-time attendance record, adhere to company quality assurance, act with highest integrity.

JULY 2016 – FEBRUARY 2018

CASHIER, WALMART

Scan items and ensure pricing is correct, greet customer, take coupons and scan correctly, dispense correct change, take money in the form of cash, credit card, or check

JUNE 2015 – AUGUST 2016

BIRTHDAY COORDINATOR, CHUCK E. CHEESE

Plan and confirm birthday parties, by making phone calls to the parents, responsibility to train and prepare new cast members, ring up and cash out party orders, make sure deposits have been submitted.

EXPERIENCE

JANUARY 2020-PRESENT

INTAKE SPECIALIST INTERN FORKIDS

Screen all requests for shelter or assistance, conducting standardized assessment with callers. Provide information and referral to other organizations or community resources as appropriate. Collaborate with other organizations for services as needed for callers. Determine shelter placements according to presented need and established prioritization protocols based on housing status and vulnerability. Consistently complete all screening forms, Client Point documents, monthly grant reports and other required documentation in a timely and accurate manner. Attend staff meetings and in-service training as needed or necessary. Establish a good working relationship with other public and private agencies/services, and interface collaboratively. Other duties as assigned. Provide service to internal and external customers according to standards as outlined in ForKids Customer CARE Manual.

FEBRUARY 2019- PRESENT

CHILD LIFE VOLUNTEER CHILDREN OF THE KING'S DAUGHTERS

Interact directly with patients in the playrooms and at the bedside, assist staff with the management of the playrooms, facilitating interactions with patients, interacting appropriately with family, organizing supplies and activities, properly sterilizing toy items, conducting patient room visits with appropriate patients, transporting patients to/from the playroom, and assisting with other duties as assigned by child life staff, travel to various units based on the needs of the patients and the direction of the staff, follow directions, demonstrate appropriate interactions with patients, adhere to strict confidentiality and infection control policies and be knowledgeable about playroom rules.

SKILLS

- Fast learner
- Dependable
- Hard working
- Customer Service
- Attention to detail
- Aspirational
- Empathetic
- Responsible
- Focused
- Patient
- Determined
- Friendly
- Outgoing
- Positive