

Kiley Dellinger

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PROFESSIONAL SUMMARY

Independent professional and knowledgeable problem solver. Experienced in customer service and able to clearly communicate issues to diverse customers. Experienced caregiver adept in patient and quality care for young children. Broad knowledge of marketing using leadership and advanced customer service

PROFESSIONAL EXPERIENCE

Caregiver

Elderly Individual (Rose Family), Portsmouth, VA

January 2024 –February 2025

- Ensure the safety and hygiene of individual
- Spend quality time
- Organize medications
- Take care of individual's pet

Nanny

September 2022 – December 2023

Moseley and Mykelby Family, Virginia Beach, Virginia

- Transported children to preschool and back.
- Monitored children during the day.
- Promoted a safe environment for children and family.
- Assembled meals for breakfast, lunch, and dinner.

Front Desk Consultant

September 2019 – June 2021

Dellinger's Tire and Auto, Chesapeake, VA

- Consulted with customers on their car issues to check them into the shop.
- Established a plan with customers for further action on their vehicles.
- Attained vehicle parts and tires for production
- Facilitated the checkout process.

EDUCATION

Bachelor of Science in Public Health

Ongoing

Old Dominion University

High School Diploma

First Colonial High School

June 2020

SKILLS

[Problem Solving] | [Customer Service] | [Leadership] | [Computer Skills]

VOLUNTEER EXPERIENCE

Portsmouth Humane Shelter

December 2019

- Washed animal beds and blankets.
- Washed animals' food bowls.
- Took part in numerous enrichment activities.

On Stage Dance Academy, Chesapeake, VA

September 2017 – June 2018

- Taught ballet classes to ages 3-7
- Taught acrobatics classes 5-8
- Promoted an environment of learning and fun