

# Tanejha Lilley, Office Asst.

tanejhalilley13@gmail.com

## DETAILS

4438109142

## PROFILE

I have a lot of customer service skills, computer skills, math skills, reading skills, social skills working with others.

## SKILLS

Computer Skills

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Mathematics

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Reading Skills

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Good listener

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Communication

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## EMPLOYMENT HISTORY

### Office Clerk, Fidelity Resources Inc.

Jul 2018 — Jan 2019, Baltimore

Filing, coding, Medical billing faxing, copying, mailing, printing. Computer skills Accounting skills.

### Office Clerk, Chimes Services

Jul 2017 — May 2018, Baltimore

Calculating math accounting computer skills stocking putting documents in ABC order coding.

### Office Clerk, DORS

Oct 2015 — Jan 2016, Baltimore, MD

Filing documents copying documents emailing documents printing documents faxing documents accounting math reading returning documents.

### Office Clerk, Tri Services

Sep 2006 — Jun 2012, Westbury, NY

Filing documents Copying documents coding emailing documents faxing documents printing documents.

### Office Clerk, School Office

Sep 2006 — Jun 2012, Wantugh, NY

Filing documents copying documents coding emailing documents Faxing documents putting documents in ABC order.

## HOBBIES

Writing, math, Art  
Computers cooking

## LANGUAGES

English

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## EDUCATION

### Penn Foster, High School Diploma

May 2019 — Apr 2020, Scranton, PA

I just earned my high diploma.

## EXTRA-CURRICULAR ACTIVITIES

### Web Designer, Self

Mar 2020 — Present, Baltimore

Design websites for businesses and Private Vendors.

## **Resmue Builder, Self**

Apr 2020 — Present, Baltimore

Build resmue's for others.

## **Typist, Self**

Apr 2020 — Present, Baltimore

Teaching others how to become a better types.

## **COURSES**

### **Electric and Techology, Lincoln Technical School Institue**

Jun 2020 — Present