

# IGMAR CONNELL

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## SKILLS

Data Entry Skills

Health Care

Microsoft Excel

Problem Solving

Filing Skills

Microsoft Word

Customer Service

Hard Disk Drives

Patient Assessment

Well-being and Personal  
Care

Cooking Skills

Databases

Programming Tools

Software Applications

Software  
Troubleshooting

Data Processing

Dishwashing

Food Preparation

Restaurant Operation

Stock Control

Occupational Safety and  
Health

Assembly and  
Installation



## PROFILE

Dedicated professional with a proven track record at Prime Courier Service excelling in data entry and resident care. I have demonstrated exceptional attention to detail and problem-solving abilities. Skilled in Microsoft Excel and fostering positive relationships, significantly enhancing organizational efficiency and client satisfaction. I have also completed the Restaurant Ready training program and the associated internship.



## EMPLOYMENT HISTORY

### Resident Care Aide at Home and Hospital, Bronx

Assisted residents with personal hygiene tasks, ensuring their dignity and comfort throughout the process. Managed challenging behaviors among residents using de-escalation techniques and positive reinforcement strategies.

### Data Entry Clerk at Prime International Courier and Cargo

Completed data entry tasks with accuracy and efficiency. Follow established procedures to enter and process data correctly.

Organized, sorted, and checked input data against original documents.

Scanned documents and saved in a database to keep records of essential organizational information. Sorted documents and maintained an organized filing process.

Verified entered data against source documents to maintain consistency across multiple platforms within the organization.



## EDUCATION

### Chubb's Institute, Manhattan

September 2010

### High school diploma, Millennium Art Academy, Bronx

July 2007



### Restaurant Ready Internship Program, New York City

January 2025 — March 2025

#### Back of House Training:

Assisted in food preparation, including chopping, marinating, and plating dishes for a 3-course prix fixe menu.

Maintained cleanliness and organization of the kitchen, following health and safety regulations.

Supported chefs in cooking and assembling menu items during peak hours.

Monitored food storage and inventory, ensuring proper stock rotation.

Learned and practiced various cooking techniques at all the standard kitchen stations.

#### Front of House Training:

Greeted and seated guests, managing reservations and walk-ins efficiently.

Provided excellent customer service by taking orders, making menu recommendations,

and ensuring guest satisfaction.

Assisted in setting up and closing the dining area, ensuring cleanliness and organization.