

# Hailey Ritchey

Oil City, PA 16301

[haileyritchey18@gmail.com](mailto:haileyritchey18@gmail.com)

+1 814 671 2167

Authorized to work in the US for any employer

## Work Experience

---

### **Assistant Teacher/Floater**

Child development center - Oil City, PA

July 2023 to Present

Help in the classroom assisting kids with bathroom breaks, lunch time, nap time and any other activities. I also help with floating around the building assisting with lunch breaks and helping in other classrooms as needed.

### **Service Technician**

Walmart - Cranberry, PA

May 2023 to July 2023

Mount a balance tires, clean the shop, ring the customers out and make work orders

### **Lube Tech / Assistant manager**

Erie ten minute oil change - Erie, PA

August 2021 to April 2023

Do curtesy on vehicles by airing tires up and cleaning windows. Work on hoods by checking all the fluids, air filter and adding oil. Work in the pit draining oil and changing oil filter. Do office work such as paper work. Cash customers out and deal with the money. Also open and close the shop.

### **Security Guard**

Am Gard - Oil City, PA

November 2020 to August 2021

Watch over cameras, go on rounds to make sure the areas are safe, do tank readings.

### **Housekeeping**

Presque Isle Hotel - Erie, PA

August 2020 to September 2020

Clean assigned rooms and attend to what the guest need.

### **Lube Tech**

Pennzoil 10 Minute Oil Change - Oil City, PA

September 2018 to February 2020

Vacuum cars, clean windows, and pump tires up. Sometimes get to do work on the hoods and can do pit.

## Education

---

### **High school or equivalent in General**

Oil City Shs - Oil City, PA

September 2013 to June 2017

### **High school or equivalent**

## Skills

---

- Lube Tech
- Oil Change
- Quick
- Security
- Customer service
- Cash handling
- Public relations