

Donna Thompson

Experience

Seymour, TN 37865
865-724-3588
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Skills

- Loading and unloading protocols
- Documentation ability
- Assembly procedures
- Product packaging

March 2016 to
September 2019

Black Fox Lounge

Pigeon Forge, TN

Laundry Supervisor

- Created schedules, shift reports and other business documentation to coordinate housekeeping needs.
- Followed manufacturer instructions for using chemicals and equipment to avoid burns, injuries and workplace accidents.
- Used [Type] cleaning products for sanitizing bathrooms and kitchens to reduce spread of germs and prevent illness.
- Laundered sheets and removed stains to restore linens to pristine condition.
- Managed client laundry with proper care and attention to needs of different linens and articles of clothing.

September 2010 to
September 2015

Blount County Board Of Education

Maryville, TN

Custodial Supervisor

- Assigned specific tasks to individual team members and evaluated performance.
- Standardized purchase of all equipment, tools and supplies to control costs.
- Monitored maintenance scheduling and reported maintenance team information to management.
- Safely and efficiently finished repairs while supporting team members with tasks.
- Worked closely with team members to deliver project requirements, develop solutions and meet deadlines.

April 2006 to
August 2010

Quincy's7777

Shorter, AL

Switchboard Operator

- Answered calls with friendly and polite approach to engage callers and deliver exceptional customer service.
- Completed connections between callers, departments and professionals.
- Answered up to [Number] calls per day in fast-paced environment, transferring callers to appropriate personnel.

June 1996 to
March 2006

Crockett Creek Beef Jerky

Maryville, TN

Production Worker

- Set up and operated production equipment according to daily work orders and safety procedures.
- Unloaded incoming products off trucks, sorted items in staging area and transported items to final storage locations.
- Moved items between machines, conveyors and transport equipment to meet production needs.
- Examined final products for conformance with quality and design standards.
- Oversaw inventory and physical counts and performed periodic cycle counts to verify outgoing orders.

- Operated hand trucks, forklifts and scissor lifts.
- Sorted and packaged products to prepare for processing or shipment.
- Weighed and mixed ingredients according to project specifications.
- Used company tracking system to locate and pick merchandise to fulfill daily customer orders.
- Completed housekeeping and maintenance duties to keep production area safe, organized and ready for next shift.

February 1994 to April 1996	Bike athletic Knoxville , TN Production Worker <ul style="list-style-type: none">• Set up and operated production equipment according to daily work orders and safety procedures.• Unloaded incoming products off trucks, sorted items in staging area and transported items to final storage locations.• Moved items between machines, conveyors and transport equipment to meet production needs.• Examined final products for conformance with quality and design standards.• Oversaw inventory and physical counts and performed periodic cycle counts to verify outgoing orders.• Sorted and packaged products to prepare for processing or shipment.• Completed housekeeping and maintenance duties to keep production area safe, organized and ready for next shift.
January 2021 to Na	Wilderness Of The Smokeys Sevierville, TN
Kept dishware, glasses and utensils ready for all customer needs by quickly scraping, washing and restacking items.	Dishwasher /Prep Cook <ul style="list-style-type: none">• Developed great team spirit with other personnel by pitching in and helping with task completion.• Scrubbed pots, pans and trays by hand or cleaned using industrial washing machine. Loaded and unloaded dishwashers, washing by hand large pots or items used on continuous basis.• Sanitized counters and wiped down surfaces following food preparation to prevent cross-contamination from raw meats.• Restocked main kitchen areas with items from shelves, coolers and freezers. Replaced clean utensils in storage bins for easy access.• Maintained assigned areas to keep organized and clean by mopping floor.• Backed up kitchen team members during heavy work periods to maximize team coverage.

Education and Training

May 1989	Seymour High School Seymour, TN High School Diploma
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