

# Nicolette Sayers

Cabot, AR

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5012889144

Authorized to work in the US for any employer

## Work Experience

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### **Shift Manager**

McDonald's - Cabot, AR

January 2018 to Present

Every aspect of shift management: food safety, customer care, cleanliness, cash handling with bank deposit drop offs after hours, BSV inspection and food safety audit readiness. I am also the current hiring and technology manager, and previous scheduling manager. I am Serve Safe certified for five years.

### **Receptionist**

High Hopes Veterinary Clinic - Cabot, AR

March 2017 to January 2018

Answered phone calls, set up appointments for clients, sold products, invoiced clients, kennel duties, closed down computers and clinic at end of night.

### **Shift Manager**

McDonald's - Cabot, AR

April 2014 to March 2017

Every aspect of shift management: food safety, customer care, cleanliness, cash handling with bank deposit drop offs after hours, BSV inspection and food safety audit readiness.

### **Overnight Shift Manager**

McDonald's - Harrisburg, NC

February 2012 to March 2014

Every aspect of shift management: food safety, customer care, cleanliness, food prep for following day.

### **Tool Room Attendant**

International Ship Repair & Marine Services Inc - Tampa, FL

August 2006 to May 2009

Loaned tools to workers while maintaining tool cleanliness and workability. Light Data Entry with charging each job or ship for supplies received by workers. Unloaded and organized stock trucks, chemicals, and handled OSHA and EPA visits for warehouse safety and chemical storage.

## Education

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### **Some college in Web Design, Development, Maintenance with an emphasis on Graphic Design and Communications**

Arkansas State University-Jonesboro - Jonesboro, AR

June 2020 to Present

## Skills

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- Adobe Photoshop (Less than 1 year)
- Typography (10+ years)
- Web Design (Less than 1 year)
- Graphic Design (Less than 1 year)
- Microsoft Word (10+ years)
- Microsoft Powerpoint (10+ years)
- Microsoft Outlook (10+ years)
- Adobe InDesign
- Adobe Illustrator
- Adobe Creative Suite
- Web Development
- Kennel Experience
- Customer service
- Microsoft Office

## Certifications and Licenses

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### **ServSafe**

February 2020 to February 2025

Food Safety Certified

## Assessments

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### **Veterinary receptionist skills — Proficient**

February 2021

Managing practitioner schedules and maintaining accurate patient records

Full results: [Proficient](#)

### **Customer focus & orientation — Expert**

February 2021

Responding to customer situations with sensitivity

Full results: [Expert](#)

## **Typing — Expert**

February 2021

Transcribing text using a standard keyboard

Full results: [Expert](#)

## **Attention to detail — Highly Proficient**

February 2021

Identifying differences in materials, following instructions, and detecting details among distracting information

Full results: [Highly Proficient](#)

## **Administrative support professional fit — Highly Proficient**

April 2021

Measures the traits that are important for successful administrative support professionals

Full results: [Highly Proficient](#)

Indeed Assessments provides skills tests that are not indicative of a license or certification, or continued development in any professional field.