

Jennifer Lynn Lee

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2600 PORTRUSH DR
SPARTANBURG, SC 29301

My objective is to further my long-term employment possibilities in a productive, challenging setting in which I can use my skills and knowledge to, not only to play a role in the company growth, but also to grow professionally.

Previous Employment Information

Jimmy's Galaxy- Union, SC 29379

(Privately Owned Local Grocery Market)

Store Manager: William Jackson 864-427-6939

My job title: Store Floor Management, 5 years

Duties: (55+hours wkly)

- Department manager of bakery, tobacco, and HBA aside from daily management and provided sales growth for each of those departments

- Knowledge of electronics; familiar with documenting; familiar with computer programs such as Microsoft Spreadsheets, Excel, Word, and type approximately 45wpm

- The only key holder to the doors in order to secure the building nightly
- Communicate directly with receiving, like "vendors", and ordering for my departments
- Provide customer service on daily basis
- Provide decision making skills with making decisions and solving problems or concerns
- Assist in inventory and ensuring items are properly labeled or tagged
- Provide direction and daily job duties to staff
- Follow, guide, and enforce store policies, safety, & standards
- Evaluate and manage performance of staff
- Works directly under supervisor/ Help to hire and train new staff
- Stock work (that includes up to 50lbs. of lifting almost daily)
- Minor office duties(as needed) such as counting cashier's registers

Previous: (Worked both at once at one point)

Self Employed/CNA/ In-Home Care

Independent care-giver; I provided my own patients

Experience/Duties

- CNA duties such as bathing, hygiene, ambulation & transfers, meals & medications, and any transportation needs
- Ability to provide CPR, vital signs, and documentation
- Can properly observe patient's responses, and other bedside client care that is needed
- Assist with mobility, feeding and monitoring intake, and can record information (experienced in computerizing logs also)

- I am fully capable of using good judgment in compromising situations and respond to emergencies by the standards

I learned in certified nursing courses

- I fully understand, and can fulfill, the duties of how delicate the task of a caregiver can be
- After CNA clinicals at a local in-home care facility, I continued to do volunteer work there

I assisted 3 clients in the setting of their home providing CNA & NA type of assistance. The company closed within into working here.

Obtained CNA licence in 2008, in which is no longer valid but I am willing to get re-certified for nursing assistance and/or CPR certified to further my career.

GACIS Steak House- Serving Manager/as needed server & hostess

Greg Medford, Business Owner & supervisor

(currently closed down but can locate the owner's contact at church at any time)

Gadberry Street- Union, SC 29379

DOP-DOD: 2006-2010

- Scheduled work hours and balanced sales, deposits, and locked facility nightly
- Handled bookkeeping materials, helped process payroll budgeting
- Organized, planned, and prioritized staff's daily duties
- Provided and ensured customer service on daily basis
- Provided direction and daily job duties to staff
- Followed, guided, and enforced store policies, sanitation, & standards
- Evaluated and managed performance of staff
- Worked directly under supervisor/ Help to hire and train new staff

Moved from Union to Spartanburg April 1st

and currently still employed here

Available Part or Full-Time