

STEPHANIE MIMS

Lancaster, Texas 75146 • 318-762-6058 • stephmims01@outlook.com

EDUCATION & TRAINING

BACHELOR OF SCIENCE - GLOBAL MANAGEMENT

WILEY COLLEGE

Marshall, TX

ASSOCIATE OF ARTS

BOSSIER PARISH COMMUNITY COLLEGE

Shreveport, LA

VOCATIONAL DEGREE - NURSING

LOUISIANA TECHNICAL COLLEGE

Shreveport, LA

KEY COMPETENCIES

- Detail Oriented
 - Excellent Communication Skills
 - Cash Handling Skills
 - Management Experience
 - Customer Oriented
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PROFESSIONAL EXPERIENCE

MAIL HANDLER

November 2016 - Present

UNITED STATES POSTAL SERVICE

Dallas, TX

- Unload mail from trucks. Separates all mail received from trucks and conveyors for dispatch to other conveying units and separates and delivers mail for delivery to distribution areas
- Place empty sacks or pouches on racks, remove old labels and apply new label
- Sort incoming and outgoing mail, according to type and destination, by hand or by operating electronic mail-sorting and scanning devices
- Transport mail to multiple work stations

CASHIER SALES ASSOCIATE

March 2016 - November 2016

WALMART

Dallas, TX

- Scanned items and ensured pricing is correct
- Received coupons and scanned correctly
- Dispensed correct change
- Received money in the form of cash, credit card, or check
- Computed charges for merchandise or services and received payments
- Recommended and provided advice on a wide variety of products and services
- Greeted customers and discuss the type, quality and quantity of merchandise sought for rental
- Advised customers on use and care of merchandise

SECURITY OFFICER

November 2014 - January 2016

US SECURITY ASSOCIATES

Dallas, TX

- Ensured the safety, security, and well-being of all personnel, visitors, and the premises
- Provided excellent customer service
- Adhered to all company service and operating standards
- Protected the company's assets relative to theft, assault, fire, and other safety issues
- Guarded facility entrances to screen visitors

LAUNDRY ATTENDANT

January 2011 - October 2014

THE LAUNDRY CENTER

Shreveport, LA

- Interacted frequently with customers
- Handled cash. Received payment, gave change, and sold products
- Balanced cash drawer nightly
- Took reasonable precautions to avoid over-exposure to harsh chemicals

LICENSE PRACTICAL NURSE

March 2008 - March 2010

NURSE CARE

Shreveport, LA

- Provided excellent patient care
- Administered medications orally, subcutaneously, and intramuscularly
- Maintained frequent contact with other medical personnel
- Scheduled medical appointments

TOOLS & TECHNOLOGY

- Data Entry
- Skilled with MS Office products
- Experience with POS systems