

Victoria Reed

Dallas, TX 75249

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469-286-5462

Authorized to work in the US for any employer

Work Experience

Shift Leader

Smoothie King - Dallas, TX

October 2018 to June 2019

- Customer Service
- Cash handling
- Training Other Team Members
- Cleaning of facility
- Food prep
- Stocking

Packer/Order Picker

Dallas Cowboys Merchandising - Dallas, TX

September 2017 to October 2018

Job Responsibilities:

- Tagging, bagging, folding and hanging clothing
- Boxing out merchandise
- Cleaning of the facility
- Order Picking
- Labeling boxing

Team Member

Smoothie King - Waxahachie, TX

June 2016 to December 2017

Job Responsibilities:

- Customer Service
- Food prep
- Answering phones
- Cash Handling,
- Stocking
- Cleaning of the facility

Dietary Aide/Server

Crescent Point Retirement Community - Cedar Hill, TX

July 2016 to August 2017

Job Responsibilities:

- Served breakfast, lunch, dinner and dessert to residents

- Food Prep (cold and hot)
- Cleaned tables and resetting
- Floor work(vacuuming)
- Emptying trash
- Passing out trays
- Deliver and pick up trays to/from residents
- Helping the residents get around the facility.

Janitorial Worker

F. F. E Transportation - DeSoto, TX
January 2015 to July 2016

Job Responsibilities:

- Cleaning restrooms and break rooms
- Emptying trash
- Cleaning of cubicles
- Cleaning of rest area and elevators
- Floor work (vacuuming and mopping)

Cashier

Voertman's - Denton, TX
January 2013 to April 2013

Job Responsibilities:

- Customer Service
- Checked out guest
- Cleaning of the establishment
- Cash handling
- Stocking merchandise
- Answering phones

Accomplishments

Working at a fast paced establishment, positive attitude, being a people person and dependable for others.

Skills Used

People skills always being friendly to others, greeting them with respect and making sure needs were met. Also having experience with a register was a major impact due to the fact that was my title. Being in a work place like that you have to keep a positive attitude.

Education

Diploma in Dental assisting

Concorde Career College - Grand Prairie, TX
April 2015 to January 2016

High school diploma in All Subjects

Winfrey Academy - Grand Prairie, TX
August 2012 to June 2014

Skills

Front Desk, Customer Service, Front Office, Shift Lead, Crew Member, Food Service

Additional Information

I have have done voluntary work for retirement homes, assisted living and rehabilitation centers. Which included things such as, cleaning rooms, food prep, serving and making sure all residents had everything they needed and was comfortable. I have experience in many things but I am also looking to better myself, venture out and explore new opportunities. I am a very fast learner I take my job seriously. Very respectful, hard working and dependable I have a can do attitude with a positive spirit and would really love for you to give me a chance.