

Audrianna Burnett

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EXPERIENCE

Morris Infinite Healthcare Inc, Dallas Tx — Caregiver

Sep 2013 - PRESENT

Daily Responsibility:

As a Caregiver I work in the home of my clients Providing them with help to complete their needs and daily activities.

- Bathing
- Grooming
- Running Errands
- Bathroom functions
- Preparing Meals
- Taking medication on time
- House Cleaning
- Help keep up with schedule appointments with doctors
- Arrange transportation

Iris Usa, Mesquite— Distribution, Assembly, Auditor

April 2017 - PRESENT

Distribution; My responsibilities include storing materials, picking, packing and scanning orders

Assembly; I was responsible for the correct Assembly shipping and receiving of product meeting productivity standards.

Auditor; As an auditor I Check goods under appropriate conditions such as, that they are safe from theft, damage, or any wastage. I also handle material recording clerks, made sure that inventory is on route, on shelves and well-stocked.

Catfish Cove, Mesquite — Hostess/Cashier

August 2014- January 2016

Hostess

- Smile with Welcome Greeting
- Seat guest
- Provider menu

Cashier

- Provide great customer service

SKILLS

- Always willing to learn something new
- Responsible
- Adaptability
- Strong Work Ethic
- Time Management
- Communication
- Planning
- Reliable
- Typing
- Confidence/Motivation
- Computer
- Handle Pressure
- Organizing
- Leadership
- Creative
- Dependable
- Positive
- Fast pace

- Receive money (Cash, Credit/Debit Card, Checks)
- Take orders
- Receive phone calls
- Issue receipts, refunds, or change
- Count money in cash drawers at the beginning and end of shifts to ensure that money amounts are correct

Lakeview High, Garland — *Diploma*

August 2010 - June 2014

My electives in school were

- Fashion Design
- Interior Design
- Welding
- Autobody
- Art