# **Jamie West**

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### **Management Trainee**

## **CORE COMPETENCIES**

* Monitoring
* Reading Comprehension
* Speaking
* Writing
* Management of Personnel Resources
* Time Management
* Judgment and Decision Making
* Active Learning
* Operations Analysis

## **PROFESSIONAL EXPERIENCE**

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| **Dietary Aide** | November 2018 - Present |
| CRESENT POINT | cedarhill Tx |

* Train workers in food preparation, and in service, sanitation, and safety procedures.
* Estimate ingredients and supplies required to prepare a recipe.
* Specify food portions and courses, production and time sequences, and workstation and equipment arrangements.
* Greet and seat guests, and present menus and wine lists.
* Perform various financial activities such as cash handling, deposit preparation, and payroll.
* Supervise and participate in kitchen and dining area cleaning activities.

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| **Cashier Manager** | March 2012 - September 2013 |
| WALMART | mesquite tx |

* Monitor sales staff performance to ensure that goals are met.
* Hire, train, and evaluate personnel.
* Direct and supervise employees engaged in sales, inventory-taking, reconciling cash receipts, or performing specific services, such as pumping gasoline for customers.
* Plan and prepare work schedules, and assign employees to specific duties.

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| **Sales Associate** | August 2012 - April 2014 |
| JCPENNY | Dallas Tx |

* Provide customer service by greeting and assisting customers, and responding to customer inquiries and complaints.
* Monitor sales activities to ensure that customers receive satisfactory service and quality goods.
* Inventory stock and reorder when inventory drops to a specified level.
* Hire, train, and evaluate personnel in sales or marketing establishments, promoting or firing workers when appropriate.
* Perform work activities of subordinates, such as cleaning and organizing shelves and displays and selling merchandise.

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| **Sales Associate** | November 2010 - May 2011 |
| TARGET | Dallas Tx |

* Provide customer service by greeting and assisting customers, and responding to customer inquiries and complaints.
* Monitor sales activities to ensure that customers receive satisfactory service and quality goods.
* Assign employees to specific duties.
* Direct and supervise employees engaged in sales, inventory-taking, reconciling cash receipts, or in performing services for customers.

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| **Housekeeping Aide** | July 2014 - June 2015 |
| EXPENSIVE CLEANING SERVICES | Mesquite Tx |

* Perform healthcare-related tasks, such as monitoring vital signs and medication, under the direction of registered nurses or physiotherapists.
* Prepare and maintain records of client progress and services performed, reporting changes in client condition to manager or supervisor.
* Perform housekeeping duties, such as cooking, cleaning, washing clothes or dishes, or running errands.
* Care for individuals or families during periods of incapacitation, family disruption, or convalescence, providing companionship, personal care, or help in adjusting to new lifestyles.
* Transport clients to locations outside the home, such as to physicians' offices or on outings, using a motor vehicle.

## **EDUCATION AND TRAINING**

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| **High School** | May 2011 |

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| SKYLINE HIGHSCHOOL | dallas Tx |

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| **Certificate** | August 2012 |

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| ELCENTRO COLLEGE | Dallas Tx |

## **HONORS & AWARDS**

* Manager of the month, 2016

## **TOOLS & TECHNOLOGY**

* Vacuum
* Floor Buffer
* Excel
* Power point
* Spread Sheets

## **VOLUNTEER WORK**

* Mesquite Social Services Food Pantry (2011-Present