Sade Graves

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# Objective

To secure an Entry-Level position with your company.

Management, customer service, sales position and health facility position.

* Six years of demonstrated success in management, customer service and sales.
* Skills including Microsoft Office XP, work ethic and strong customer service orientation.
* Ability to have a flexible work schedule.
* Ability to have work in a team or individual settings.

# Experience

**Laborer Custodian**

United States Postal Service - Memphis, TNMarch 2015 to September 2021

* Ensures that cleaning routine and schedule is followed; adheres to established procedures in cleaning offices, production work areas, and warehouse work areas.
* They are responsible for the daily manual labor in connection with maintenance and cleaning of the buildings and grounds of a postal facility

**Data operator**

* Fed Ex Express - Memphis, TN2013 to 2015
* by inputting customers' orders in delivery tracking system.

**Private First Class**

Arkansas National Guard - Jonesboro, AR2012 to 2014

Military training: transportation and computer skills.

**Dietician**

skill care nursing facility - Jonesboro, AR2010 to 2012

Developed and prepared nutrition meal plans for residents in the home, served as main cook and server, train and supervised new dietary aid crew, and stocked and clean the food service area.

**St. Bernard's Development Foundation**

Hospice House - Jonesboro, AR2009 to 2011

Volunteer

* Support and assistance to the families of patients during Hospice House events, answer phones, perform clinical duties and assist the senior volunteer staff in organizing volunteer schedules and events.

**Laboratory assistant**

Arkansas State - Jonesboro, AR2007 to 2009

Perform clerical tasked by typing 200 to 300 ecology and microbiology chart essays a day. Also i was assign duties of cleaning laboratory equipment; maintain temperature on specimen scanning and printing paperwork.

# Education

**Bachelor's degree in Liberal Arts & Sciences emphasized in Biology and public Administration**

University of Memphis - Memphis, TN January 2019 to December 2021

**Associate in Science & Mathematics**

Arkansas State University - Jonesboro, AR2003 to 2006

**High School Diploma**

West Memphis High School - West Memphis, Ar August 2004 to May 2006

# Skills

Being in the workforce for over 14 plus years I have developed and trained the following skills : people skills, communication, social media outlooks and development, customer service, administration, leadership, management, organization, computer, teamwork and financial skills, book keeping, computer data input and data management skills.

**Dietary Aide Experience** - 3 years

**Public Speaking** - 10 years

**Laboratory Experience** - 3 years

**Hospice Care** - 3 years