

ShaNiesha Hicks
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Objective: *Seeking a position in a fast paced environment with an opportunity for growth*

Summary of Qualifications

- *Accomplishes all tasks on time, punctual and dependable*
- *Over 2 years experience working in the customer service and food industry*
- *Well-organized and pays attention to detail*
- *Able to meet daily goals and can work any shift and holidays*
- *Very hard worker, great communication skills, friendly, positive attitude*

Employment History

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| IHHS | Care Giver | 08/2014 –12/2014 |
| <ul style="list-style-type: none">• <i>Assisted client in daily needs such as dispersing medication, showering, and dressing</i>• <i>Accompanied client to appointments, grocery store, and to pick up medications</i>• <i>Provided house duties such as doing laundry, and cooking nutritious meals</i> | | |
| Triano & Brynes Law Firm | Receptionist | 03/2014 - 6/2014 |
| <ul style="list-style-type: none">• <i>Answered multi- line phone system and took accurate messages</i>• <i>Filed paper work, faxed, and made copies</i>• <i>Updated spreadsheets using Microsoft Excel and scanned and converted documents to PDF files</i>• <i>Responsible for bank deposits weekly</i> | | |
| Vector Corporation | Customer Service Rep. | 07/2013 - 9/2013 |
| <ul style="list-style-type: none">• <i>Answered multi- line phone system and handled customer service requests</i>• <i>Responsible for scheduling sales appointments</i> | | |
| Second Harvest Food | Volunteer | 08/2008 - Current |
| <ul style="list-style-type: none">• <i>Greeted customers and distributed food for pantry</i>• <i>Set up tables and chairs daily</i>• <i>Cleaned before opening and after closing and other janitorial duties as needed</i> | | |
| Thornton High School | Volunteer | 03/2011 - 10/2011 |
| <ul style="list-style-type: none">• <i>Data entry of student grades, test scores, and attendance</i>• <i>Organized library reading materials</i> | | |

Education & Certifications

5 Keys Charter School	HS Diploma	2015
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References Available Upon Request