

PHEDREA O. NIXON
3723 Curvey Lane
HOUSTON, TEXAS 77047
(832)433-7227 (713) 269-8162

OBJECTIVE: *A responsible and challenging position which utilizes my experience and provides the opportunity for advancement.*

EDUCATION: Interactive Learning Systems, Houston, Texas
Major: Computer Learning and Accounting
1994

WORK EXPERIENCE:

07/13 to 01/13 VCS – VA Hospital, Houston, Texas
Cashier-Temporary Position
Record and receive payments from customers in the Canteen Store and Starbucks inside hospital. Performed other duties as requested.

07/11 to 11/12 Aramark, Houston, Texas
Cashier
Record and receive payments from customers while working concession stands at George R. Brown Convention Center and Minute Maid Park. Worked with prep team to prepare food for events and conventions.

6/08 to 6/09 Quest Diagnostics, Houston, Texas
Microbiology Lab Tech Assistant
Perform various routine laboratory functions in a precise and accurate fashion to assist the laboratory professional to facilitate production. Enter proper data regarding lab tests accurately and efficiently.

6/04 to 11/07 Sam's Club, Houston, Texas
Customer Service Representative
Used effective problem-solving techniques to provide general information and customer assistance for quality service. Responded to customers' questions received over the phone or face-to-face while working the customer service desk. Performed other duties as requested.

1/00 to 11/03: Exxon/Mobil, Houston, Texas
Data Entry Mail Clerk
Facilitated entry of mail into computer system, checked for correct address on all outgoing mail before sending it out.

6/90 to 1/94: **Federal Express, JFK Airport, Houston, Texas**
Security Supervisor
Monitor and report attendance, absenteeism, special assignments, and personnel scheduling (breaks and assignments), supervise staff of five security guards, monitoring incoming and outgoing Federal Express trucks.

3/94 to 6/99: **ACSS Security, Houston, Texas**
Security Officer
Worked security desk on street level of 35 floor office building, greeting clients and directing clients to appropriate office, screen and route telephone calls

1/96 – 11/96 **Copy Club, Houston, Texas**
Account Clerk & Reproduction Operator (Temporary Position)
Collect and record payments and fees from customers and performed other routine tasks associated with the receipt of payments. Performed computer entry activities to record information on accounts.

Operated reproduction equipment including Xerox 5390 copier. Worked with print shop team to complete job finishing work, such as paste-up, sign making, drilling, laminating, cutting (industrial and by hand), binding, stapling, padding, etc.

6/94 – 12/94 **PC 2000, Houston, Texas**
Secretary (Temporary Position)
Prepared and typed correspondence, filed, maintained, and updated records, received, sorted, and distributed incoming correspondence, scheduled meetings and appointments, provided back-up and relief for office and clerical support.

SKILLS: Customer service, cashier, food preparation for events, office administration, 10 key by touch, filing, record keeping, Accounts Payable & Receivable, Familiar with Microsoft Office, Public Relations.