

Nicola Diggs

Dallas, TX

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Authorized to work in the US for any employer

Work Experience

Keyholder

Goodwill Industries - Dallas, TX

February 2019 to May 2019

Asst.Mgr was required to do EOD paperwork, cash handling, responsible for store upkeep, unloading trucks, organizing, colorizing, and counting the store. Opening and Closing the store as well.

Shift Manager

RaceTrac Petroleum, Inc. - Dallas, TX

July 2017 to June 2018

Managed shift with 3-4 associates under me. Had to maintain cash control for myself and associates had to upkeep the store as well as check in vendors, prepare food, and entering paperwork in the system for the whole day and run numbers too make everything came out even and not short, and had to put in orders at the end of the night for the day for other shifts can run good. Making sure all stock was delivered on time and counted and dated as well. Had to sign out on a nightly check list for store to be at 100% before next shift.

Cashier/Overnight Manager

Burger King - Dallas, TX

January 2017 to October 2017

Waiting on customers during the day and cooked/cleaned overnight. Working drive-thru as well. Overnight manager with one associate under my management.

Education

High school or equivalent in General Studies

Arsenal Tech High School - Indianapolis, IN

August 1991 to June 1995

Skills

10-Key (10+ years), Shift Supervisor (2 years), Food Service (2 years), Associate Degree in Accounting (10+ years), Team Member, Crew Member, Key Holder (1 year), Shift Lead

Certifications/Licenses

ServSafe

June 2017 to Present

Food Safety

TABC

June 2017 to Present