

**Dion M. Nichols**  
**1213 Rockspring Way**  
**Antioch, CA 94531**  
**(602) 473-7234**

**OBJECTIVE:**

Desire an entry-level position for an organization that is seeking an energetic employee that is hard working, responsible, and loyal. An employee who is focused on accomplishing goals, as well as maintaining a high level of accuracy and efficiency.

**EDUCATION:**

**Eastern Arizona College** – General Business/Retail Management  
Safford, AZ (2018-2019)

- Office software proficient
- Certificate of Completion

**Carrington College** – Pharmacy Technology  
Antioch, CA (2011-2012)

- Associates Degree
- Student of the Month (06/2012)

**Los Medanos College** – Liberal Arts  
Pittsburg, CA (2003-2011)

- General Education
- Associated Students LMCAS (Student Government)

**Advanced Individual Training (AIT)** – Communication Specialist  
Fort Gordon, GA (2000)

- Certified Communication Specialist
- Honorable Discharge

**WORK HISTORY:**

**Chapel Orderly** – F.C.I. Safford  
Safford, AZ (2019)

General housekeeping, religious service preparation, managed audio/video room, maintained inventory of religious ceremonial items.

**Food Service Orderly** – F.C.I. Safford  
Safford, AZ (2017-2019)

Followed OSHA standards sanitation protocols, team supervision, commercial equipment maintenance, recordkeeping.

**Warehouse Clerk** – F.C.I. Mendota  
Mendota, CA (2015-2016)

Experienced forklift and hand truck operator, CLA and CLT certified, recordkeeping, followed safety standard procedures, maintained high productivity.

**Pod Worker** – Glenn Dyer Detention Facility  
Oakland, CA (2013-2015)

Cleaned and maintained common area, served daily meals, waxed and buffed floors, oversaw laundry exchange, sorted and delivered commissary.

**Pharmacy Technician** – V.A. Hospital  
Martinez, CA (2012-2013)

Prepared prescriptions, cleaned pharmacy equipment, assisted customers, maintained inventory, assembled pharmaceutical supplies.

**Communication Specialist/Mail Clerk** – U.S. Army  
Fort Hood, TX (2000-2003)

Controlled and operated communication equipment, inspected and maintained vehicles, supervised others, picked up mail, sorted and delivered mail, filed documents, maintain email account.

#### **NOTABLE ACHIEVEMENTS:**

**Residential Drug Abuse Program (RDAP)** – Group Facilitator  
Safford, AZ (2017-2018)

Assisted the community members in making a substantial change in their belief system: actively participated in group discussions, gave positive feedback to community members regarding issues that they may struggle with.

**Education Facilitator** – Business Planning/Communication Skills  
Safford, AZ (2017-2018)

Instructed students on the development, modification, and the proper application of a business plan, as well as the necessity and significance of effective communication.

**RDAP Community Involvement** – Ronald McDonald House Charity  
Safford, AZ (2017-2019)

Helped facilitate the collection of over 2,000 pounds of soda pop tabs to provide benefits to infirmed children and their families.

#### **HOBBIES:**

- Crocheting
- Drawing
- Cooking
- Piano
- Volunteering
- Traveling

#### **REFERENCES:**

Available upon request.