

Dion M. Nichols
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Antioch, CA 94531
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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.