

# Danielle Chatman

Las Vegas, NV 89103

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Willing to relocate: Anywhere

Authorized to work in the US for any employer

## Work Experience

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### **Prep Cook**

UC Davis university - Davis, CA

September 2022 to Present

- Set up and clean equipment for daily food preparation
- Cut, trimmed and boned meats cleaned and prepared vegetables and fruit
- Safety stored food items, and kept inventories
- Inspected kitchen to observe food preparation quality and service, food appearance and cleanliness of production and service areas

### **Package Handler**

Fedex - Sacramento, CA

2020 to Present

Sacramento, CA • 2020 - Present

Shipping and Receiving

Responsible for physically loading and unloading packages by hand, including placing, pushing, lifting, carrying and pulling the item in an efficient and safe manner. Package handlers may be rotated through various positions such as a Quality Assurance, Unloader, Loader, Facer, Scan Weight and Key etc

- Work within a team
- Learning and properly executing Fedex package handling methods
- Preloaders are responsible for the unloading, sorting, scanning and loading of packages in the center. They move a variety of packages and they process these efficiently for the drivers to deliver
- Preloaders work in a physically-demanding and fast-paced warehouse environment, and they continually lift, lower and slide packages for the duration of their shifts. They work with conveyor and roller belts, inside the trailers, cargo containers and package cars
- Scanning and Loading UPS packages into trailers in a warehouse environment
- Loading, unloading and sorting packages
- Physical job / standing and lifting repetitively

### **Sales Associate**

The gas station - Sacramento, CA

January 2022 to April 2022

- Greeted them and gave them product information as customers entered

- Examined and resolved discrepancies between accounting data and cash drawer data
- Checked customers identification for proof of age and reused to sell alcohol or tobacco to minors
- Placed orders for supplies and retailing the checkout areas clean and order
- Kept drawers accurate, current, and secure by checking bills for counterfeit markers, storing large bills, and keeping adequate change

### **Housekeeper**

Clean Up Bookkeeping Service - Sacramento, CA

June 2021 to August 2021

- Keep facilities and common areas clean and maintained
- Vacuum, sweep, and mop floors
- Can and stock restrooms.
- Clean up spills with appropriate equipment.
- Notify managers of necessary repairs
- Collect and dispose of trash.
- Assist guests when necessary.
- Keep linen room stocked
- Proper clean upholstered furniture

### **Assistant**

Kentucky Fried Chicken - Sacramento, CA

2017 to 2020

Manager is responsible for implementing workflow procedures based on direction from the company's General Manager. Their duties include supervising employees during day-to-day tasks, providing customer support in escalated situations and managing the overall workflow of a workplace.

- Schedule and coordinate meetings.
- Conduct employee performance reviews.
- Develop good customer relationships.
- Participate in recruitment and dismissal processes.
- Smooth out problems within the workplace.
- Address employee and customer concerns.
- Develop strategies for better workplace efficiency and goal achievement.
- Email and phone correspondence.
- Liaise between managers, customers and employees.
- Provide direction to staff.
- Monitor spending patterns and budget.
- Fill in for General Manager (GM) in times of absence. Make executive decisions, hold meetings and provide accountability.

### **Education**

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#### **High school diploma or GED**

Rosemont High School

September 2018 to June 2019

## Skills

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- Commercial Awareness
- Product Launch
- Information Analysis
- Customer Relations
- Creative Problem-Solving
- Social Media
- Technical Assistance & Training
- Organization
- Research
- Restaurant experience
- Warehouse experience
- Supervising experience
- Customer Service
- Load & Unload
- Food Preparation
- Bookkeeping
- Food Service
- Cooking
- Kitchen Experience
- Food Safety

## Certifications and Licenses

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### **Food Handler Certification**