

# Jamie Evans

Winston-Salem, NC

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Willing to relocate to: Charlotte, NC

Authorized to work in the US for any employer

Willing to relocate to: Concord, NC - Charlotte, NC - South Carolina

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## Work Experience

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### **Receptionist/Administrative Assistant**

Evans Electric - Winston-Salem, NC

January 2019 to Present

- Working from home (part time due to covid). Taking messages ,sending mail In/ out ,Keeping up with book records. speaking with new and current customers about services and products.

### **Delivery Driver**

Post mates /Uber - Charlotte, NC

January 2018 to Present

- Fun adventurous driving opportunity which included , food running or car rides for customers moving around the city on business or fun!!

### **DSP (Direct Support Professional)**

Horizons Residential Care Center - Winston-Salem, NC

May 2019 to June 2020

- Assisted wheelchair bound adolescences with daily needs such as; programs , 1on1 activity, bathing and hourly feeding .  
(Bolus, spoon fed, dietary ).

### **Apt Cleaning**

Occupancy Heroes - Charlotte, NC

March 2019 to May 2019

- Clean apt buildings alone or with a partner . The job was designed for (on call) or by (weekly assignment). That what made it so convenient, I can currently still attend work if needed.

### **PCA/Caregiver**

PCA Easter Seals UCP - Charlotte, NC

March 2018 to December 2018

- Assisting Residents Ranging from ages 18-50 with medications ,baths, budgeting, personal needs and eventually independent living.

### **Warehouse Associate**

Gas Fired Products - Charlotte, NC

June 2018 to September 2018

- Assembly ,Machine operator, packing
- Assembling solar light parts and small farm equipment.

### **Mentor Program**

INDEPENDENT LIVING CENTER - Charlotte, NC

January 2018 to September 2018

- Assisted residents (veterans )with personal needs such as job search ,life skills ,counseling , government needs such as(food stamps, medical needs),hot meals , mentorship

### **Front Desk Receptionist**

Hyatt place - Charlotte, NC

August 2017 to November 2017

Answered calls,assisting guest with checking in and out of hotels or any concerns or questionable they may have had .

### **Expo/Prep Cook/To-go**

Mellow mushroom - Charlotte, NC

February 2017 to October 2017

Prepare cooking ingredients by washing and chopping vegetables, cutting meat, and other meal prep.

### **dietary/Housekeeping**

Brookdale Assisted Living Dietary Aid - Winston-Salem, NC

January 2015 to November 2016

prepped ,cooked and served food /a few days helped with housekeeping duties which included making beds,folding linen and vacuuming

### **Prep Cook/Line Cook**

Flying Biscuit Café - Charlotte, NC

June 2015 to February 2016

Prep restaurant meals, helped keeper dish area clean , helped insure catering orders were properly delivered.

## Education

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### **Associate's degree in Culinary Arts**

Providence College - Winston-Salem, NC

February 2023 to Present

### **Associate in Human Services DD**

Central Piedmont Community College - Charlotte, NC

January 2021 to Present

### **GED**

EDGECOMBE COMMUNITY COLLEGE - Tarboro, NC

March 2012 to July 2012

## Skills

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- Microsoft excel (1 year)
- Typing (2 years)
- Nail Care (5 years)
- Caregiving (10+ years)
- Dietary Aide Experience
- Catering (5yrs) (5 years)
- Hair Styling
- Delivery Driver Experience (7 years)
- Laundry
- Front Desk
- Cooking (10+ years)
- Meal Preparation (10+ years)
- Cash Handling (10+ years)
- Retail Sales
- Home Care (10+ years)
- Administrative Experience
- Cleaning Experience
- Restaurant experience
- Typing
- Phone etiquette
- Multi-line phone systems
- Office management
- Office experience
- Calendar management
- Organizational skills
- Computer literacy
- Customer service
- Computer skills

## Certifications and Licenses

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**Nail tech certification April 2012 to Present Learned different nail techniques,book work ,creativity CPR Certification First Aid Certification**

**CNA**

**Food Handler Certification**

**Driver's License**

**Non-CDL Class C**