

# Nya Dunbar Thornton

Los Angeles, CA 90001

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Organized and dependable candidate successful at managing multiple priorities with a positive attitude. Willingness to take on added responsibilities to meet team goals. Authorized to work in the US for any employer

Willing to relocate: Anywhere

Authorized to work in the US for any employer

## Work Experience

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### **Security Guard**

Allied Universal-Los Angeles, CA

December 2023 to Present

- Conducted thorough inspections of vehicles, bags, and personal belongings to prevent unauthorized items from entering the premises
- Demonstrated exceptional conflict resolution skills while handling difficult situations involving aggressive individuals
- Monitored surveillance cameras and alarm systems, promptly responding to any suspicious activity or emergencies
- Used radio to communicate effectively with others

### **Cheerleading Coach**

Akron Public School-Akron, OH

June 2021 to September 2023

- Coached kids ages from 5-16
- Coordinated with other coaches in order to improve the performance of the students.
- Conducted regular trainings of cheering and dance routines for the high school team and at a competitive level
- Designed innovative choreography that received recognition at national-level competitions
- Organized fundraising activities to support team expenses such as uniforms, equipment, and travel costs

### **Dietary Aide**

THE MERRIMAN-Akron, OH

January 2023 to March 2023

- Sets up trays and serving carts according to established procedures, delivers to unit(s), and notifies Nursing.
- Assist cooks with meal preparation as needed
- Assures personal compliance to all state and federal regulations including blood borne pathogens, infection control, use of hazardous materials, and fire safety.
- Maintains exemplary customer service principles for efficient food preparation and delivery.

### **Medical Assistant**

Planned Parenthood-Los Angeles, CA

October 2021 to January 2022

- Obtained patient vitals
- Administered vaccines
- Scheduled patient appointments
- Assisted doctor with in-office procedures
- Performed clinical skills under physician supervision
- Responsible for front office duties

### **Team Member**

Jamba Juice-Inglewood, CA

April 2019 to December 2021

- served orders to customers
- handled cash and card payments
- cleaned store daily
- unpackaged inventory

### **Warehouse Worker**

Simplified Labor Staffing Solutions Inc.-Commerce, CA

July 2021 to October 2021

- Maintained a safe working environment
- loaded freight
- unloaded trucks
- Used dolly
- used manual pallet jack

### **Sales Associate**

Hottz Boutique-Los Angeles, CA

April 2018 to February 2021

- Maintained a clean service environment
- Provided pleasant customer service
- Assisted in inventory management by conducting regular stock checks, restocking shelves, and placing orders as needed
- Collaborated with team members to create visually appealing merchandise displays that increased foot traffic and sales

## Education

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### **High school diploma**

Diego Rivera Learning Complex - Los Angeles, CA

August 2018 to June 2021

## Skills

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- Cash Handling (2 years)
- Retail Sales
- Sales (3 years)

- Serving Experience (2 years)
- Merchandising
- Basic Math (6 years)
- Basic Computer Skills
- Retail Sales (6 years)
- Heavy Lifting (6 years)
- Leadership Experience
- Algebra (4 years)
- Geometry
- Customer Service (4 years)
- Expert
- Typing
- OSHA (2 years)
- Cleaning
- Hospitality
- Patient Care
- Cheerleading
- Dancing
- Care plans
- Sports coaching
- Customer service
- Dietary aide experience
- Web services
- Sales
- Documentation review
- Hospitality
- Merchandising
- Retail sales
- Experience working with students
- Classroom experience
- Cash handling (5 years)
- Classroom management
- Sports coaching
- Cash register
- Restaurant experience (4 years)
- Dietary department experience
- Serving
- Vital signs
- Security
- Management

- Childcare
- Cheerleading
- Communication skills
- English
- Web Services (10+ years)
- Radio communication (2 years)

## Languages

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- English - Fluent

## Certifications and Licenses

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### **Food Handler**

August 2021 to August 2023

### **Food Handler Certification**

### **CPR Certification**

### **AED Certification**

### **Certified Medical Assistant**

### **First Aid Certification**

### **BLS Certification**

July 2021 to July 2023

### **Guard Card**

November 2023 to November 2025

### **Class D Security**

### **Powers to arrests**

December 2022 to Present

## Assessments

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### **Management & leadership skills: Impact & influence — Proficient**

January 2022

Choosing the most effective strategy to inspire and influence others to meet business objectives

Full results: [Proficient](#)

### **Supervisory skills: Motivating & assessing employees — Completed**

December 2020

Motivating others to achieve objectives and identifying improvements or corrective actions

Full results: [Completed](#)

## **Work style: Reliability — Proficient**

November 2021

Tendency to be reliable, dependable, and act with integrity at work

Full results: [Proficient](#)

Indeed Assessments provides skills tests that are not indicative of a license or certification, or continued development in any professional field.