

# shellie yoder

Lake City, FL 32024

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Authorized to work in the US for any employer

## WORK EXPERIENCE

### Cashier

Dollar General - Lake City, FL - December 2015 to Present

Run register, handle cash, customer service,

### Customer Service Representative

SITEL - Lake City, FL - July 2015 to Present

Personality characteristics - patience, poise, tact.

Self-Presentation and communication skills.

Negotiation and sales skills.

Positive attitude

Attention to detail

People oriented

Problem solving

Analytical thinking

Organizational skills Ability to work under pressure

Initiator

### Room Attendant

Dust B Gone, LLC - Tallahassee, FL - September 2012 to March 2015

- Dust and clean room decorations, appliances and structural surfaces
- Change linen and craft beds
- Clean showers, tubs, sinks and toilet items
- Vacuum and brush carpets and floors
- Mop floors as required
- Dust, brush, polish and vacuum furniture
- Record room condition on work assignment sheets
- Give information to guests regarding hotel services, facilities and additional conveniences

### Cashier

Walmart - Live Oak, FL - November 2005 to April 2006

Ran cash register to total customers items and received payment by cash, debit, credit, ebt ex.

### Care giver

Self - Live Oak, CA - June 1998 to May 2005

Responsibilities

Assisted with cleaning, cooking, bathing, encouraged resident to participate in care and entertainment. Helped with dressing

Accomplishments

I think i helped her to want and try to do as much for herself as she could

#### Skills Used

Cool meals, laundry, assist with bathing and dressing,etc

#### EDUCATION

##### **none in cna**

express training - Lake City, FL

2015 to 2015

#### SKILLS

customer service, computer, phone, fax, type over 25 wpm., Schedule Appointments, answering phones,