

Dorothy Coleman

Excellent worker in any field chosen to work.

Little Rock, AR

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Authorized to work in the US for any employer

WORK EXPERIENCE

Caregiver

CareLink - Little Rock, AR - December 2013 to Present

Responsibilities

While working as a caregiver I was given a client who was unable to take care of themselves. I would cook, clean, and shop for the clients when necessary. Some of my clients were unable to bathe themselves and I was responsible for helping them with their hygiene.

Accomplishments

Working with elderly people or just people unable to take care of themselves taught me a lot of patience and made me become a more responsible individual.

Skills Used

Being a caregiver you have to watch for changes in clients health and well being.

Grill Cook/Cashier

McDonalds - Pine Bluff, AR - October 2008 to December 2010

Responsibilities

As a grill cook my primary responsibility was to cook the meat and make the sandwiches in a timely manner. As a cashier I had to take customers money and make sure my drawer was even at the end of my shift.

Accomplishments

I was the fastest cook in the kitchen and I received several raises for an outstanding job as a cook and a cashier.

Skills Used

I had to show time management everyday at this job and that I knew how to count money.

Generator Mechanic

United States Army Reserve - Pine Bluff, AR - January 2002 to January 2010

Responsibilities

As a generator mechanic i had to perform preventative maintenance checks and services on the generators to insure they were in proper working condition for use.

Accomplishments

As a soldier overseas i had to keep the generators working everyday or we would have no power in the tents we used.

Skills Used

While in Advanced Individual Training for my job as a generator mechanic I learned how to check for problems in the generator and repair anything that may have been going wrong at that time.

Sales Associate

Walmart - Middle Island, NY - September 2005 to September 2006

Responsibilities

My primary job as a sales associate was to ensure that my area was clean and all the items sold were neat and able to be seen by customers. If there were any customers that needed help finding merchandise I was there to help with that as well.

Accomplishments

I received several raises for an outstanding job while working as a sales associate. Customers would come back to the store just to see me at work.

Skills Used

As a sales associate you have to demonstrate good customer service and patience.

EDUCATION

Diploma in General Studies

Pine Bluff High School - Pine Bluff, AR
2000 to 2003