

Nichole Sykes

Norfolk, NE

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To secure a full time growth oriented position that will utilize my education as well as prior skills, talents and abilities.

Competencies and Skills

Strong computer literacy, customer service, hostess, machinery attendant, and professional presentation skills.
Strong office and technical support skills.

WORK EXPERIENCE

Life Skills Instructor

Envisions Inc. of Norfolk - Norfolk, NE - November 2014 to April 2015

Assembly Line Worker/ Machine Attendant

MARS Inc. - Chicago, IL - January 2014 to June 2014

Responsibilities

Package inventory. Restock and load box machines. Feeding candy and wrapping paper to machine, sort, and restock product to machines. Palatizing. Custodial duties. Installation and disabling parts, and inspection of various machines

Accomplishments

Being revised for promotional duties.

Skills Used

Loading, packing, restocking, palatizing, communications, machine attendant, forklift operator.

Cashier

Meijer - Berwyn, IL - January 2014 to April 2014

Responsibilities

Receive and disburse money. Use of electronic scanners, cash registers, or related equipment. Processing credit or debit card transactions and validating checks.

Skills Used

Suggesting tips or insights on deals, coupons, etc., great attitude, ensuring 200% guest satisfaction, and most importantly smiling!!!!

Server

The Junction Diner - Forest Park, IL - March 2013 to September 2013

Responsibilities

Provide good customer service, take orders, and deliver food. In most situations I was expected to answer questions regarding the menu. Work closely with other wait staff and the kitchen to ensure the restaurant is operated efficiently. Processing payment, greeting customers, cleaning tables, dining area, and bathroom areas, and also setting tables.

Accomplishments

Inspired new meals to serve to customers and decorations.

Skills Used

Suggesting tips or insights, great attitude, ensuring 200% guest satisfaction, and most importantly smiling!!!!

Party Coordinator

Brown Cow Ice Cream Parlor - Forest Park, IL - September 2012 to September 2013

Orchestrate all parties upon request.

Maintaining a family fun, friendly, and clean environment for all persons in the vicinity,

Cashier

McDonalds - Forest Park, IL - November 2012 to January 2013

Manually working intercom systems and performing transactions.

Restocking where needed.

Performing cashier duties while keeping work area and lobby clean as well as safe.

Cashier

The Chicago Sports Service Delaware North Companies - Chicago, IL - 2010 to 2011

Facilitate smooth operational sales objectives and inventory tracking. Organized store opening and closing with key holder and fiscal duties.

Customer Care Representative

NCO Services/ Group - Rockford, IL - 2008 to 2009

T-Mobile Wireless ~ Rockford, Illinois

Provided high-level customer service consultation to wireless customers.

Provide back-up technical assistance to clients and floor sales representatives.

Promoted the brand and implemented strategic plans for expansion of business.

Fork Lift Operator

ProLogistics - Romeoville, IL - 2007 to 2008

Loading and unloading consumable products from containers to bay area.

Routinely expecting and reporting forklift maintenance issues.

Checked inventory, product count and weigh and tag new product.

Cashier

PacSun Clothing Store - 2006 to 2007

PacSun Clothing Store ~ Orland Park, Illinois.

Successful sales objectives, while preparing & servicing, and inventory monitoring.

Implement systematic movement of new and old products. Opening and closing with key with delicate duties.

Receptionist

Denise Hair Studios - Calumet City, IL - 2004 to 2007

Manage the client appointment books and answer phones.

Manage the books and collection of fees.

Provided assistance to stylist and provide customer consultations.

Cashier/ Drive Thru Assistant/ Cook/ Front Line Server

KFC - Matteson, IL - 2005 to 2006

KFC Restaurant ~ Matteson, Illinois

Provided front line cashier services to clients.
Assisted with food preparation and proper handling.

EDUCATION

Certificate in Medical Billing

Olympia College - Merrionette Park, IL
2006

Diploma in General

Rich East High School - Park Forest, IL
2005

SKILLS

problem solving, typing, inventory analyst, customer care, customer service, listening, reevaluating, technical support, performance improvement, forklift operator, microsoft office, microsoft excel, microsoft word, coordination, multi tasking, spreadsheets, communications, patience, people skills, parenthood