

CHEVESE LANEA MCINTOSH

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Professional Summary

Accomplished and energetic assembly operator with a solid history of achievement in machine operation. Motivated leader with strong organizational and prioritization abilities. Areas of expertise include attention to detail, assembly and leadership.

Skills

- Customer and Personal Service
- English Language
- Active Listening
- Critical Thinking
- Coordination
- Active Learning
- Mathematics
- Speaking
- Service Orientation
- Time Management
- Reading Comprehension

Experience

assembly operator *Jun 2014-Present*

MSW - Indianapolis, IN

- Perform quality checks on products and parts.
- Package finished products and prepare them for shipment.
- Shovel, sweep, or otherwise clean work areas.
- Supervise assemblers and train employees on job procedures.

cashier *Sep 2012-Apr 2014*

Speedway - Indianapolis, IN

- Receive payment by cash, check, credit cards, vouchers, or automatic debits.
- Greet customers entering establishments.
- Answer customers' questions, and provide information on procedures or policies.
- Maintain clean and orderly checkout areas and complete other general cleaning duties, such as mopping floors and emptying trash cans.
- Assist with duties in other areas of the store, such as monitoring fitting rooms or bagging and carrying out customers' items.

cashier *Jun 2008-Jul 2012*

Subway sandwich - Merrillville, IN

- Receive payment by cash, check, credit cards, vouchers, or automatic debits.
- Count money and audit money drawers.
- Assist customers by providing information and resolving their complaints.
- Count money in cash drawers at the beginning of shifts to ensure that amounts

are correct and that there is adequate change.

- Greet customers entering establishments.
- Answer customers' questions, and provide information on procedures or policies.
- Supervise others and provide on-the-job training.

Education

High School Diploma
Penn Foster - Scranton, PA

Feb 2018