Dana Schmidt

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Work Experience

Team Leader/Supervisor

Walmart - Caro, MI
June 2008 to Present

Customer service specialist
Responsibilities
Leadership skills

Production Supervisor/Manager

Natures Premier - Frankenmuth, MI
June 2004 to October 2007

Responsibilities
Shipping, receiving, production

Skills Used
Office computer and communication

Salon Owner

Cardinal Cutz - Millington, MI
April 1999 to February 2003

Responsibilities
Beautician and customer service. Ordering

Education

High school or equivalent

Mayville High School - Mayville, MI
1995 to 1998

Skills

- Customer Service
- Inventory
- Microsoft Office
- Team Building
- training
- Time Management

- Time Management
- Marketing
- retail sales
- Word
- MS Office
- Cash Handling
- Communications
- Food Safety
- Production Management
- Management
- Filing
- Front desk
- Medical terminology
- Restaurant experience
- Kitchen experience

Certifications and Licenses

ServSafe

Assessments

Food Safety — Highly Proficient

August 2019

Proper food handling, storage, and equipment use for preventing the spread of foodborne illness.
Full results: [Highly Proficient](#)

Attention to Detail — Familiar

August 2019

Identifying differences in materials, following instructions, and detecting details among distracting information.
Full results: [Familiar](#)

Data Analysis — Familiar

August 2019

Interpreting and producing graphs, identifying trends, and drawing justifiable conclusions from data.
Full results: [Familiar](#)

Project Management Skills: Budgeting — Highly Proficient

August 2019

Managing project budgets by appropriately allocating and monitoring financial resources.
Full results: [Highly Proficient](#)

Critical Thinking — Proficient

August 2019

Using logic to solve problems.
Full results: [Proficient](#)

Business Math — Highly Proficient
August 2019

Measures a candidate's ability to use basic math to solve problems in a business context.
Full results: [Highly Proficient](#)

Retail Cash Handling — Highly Proficient
August 2019

Calculating retail transactions and knowing cash drawer policies and procedures.
Full results: [Highly Proficient](#)

Data Entry — Proficient
August 2019

Entering data quickly and accurately.
Full results: [Proficient](#)

Accounting Skills: Bookkeeping — Familiar
September 2019

Calculating and determining the accuracy of financial data.
Full results: [Familiar](#)

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