
Ebony Smith

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Objective

To obtain, maintain, and progress in a professional position as well as learning, exceling, and growing in my position. I'm a very detail-oriented and service competent individual with the drive to do anything I need to do professionally. I also have strong people skills and the ability to learn new things very quickly.

Skills

- People-oriented
- Service-competent
- Great decision maker
- Adapt to diverse groups
- Ability to mediate disputes
- Reading comprehension skills
- Energetic and organized
- Written and oral communication skills
- Critical thinker
- CPR certified
- Listening skills
- Goal oriented
- Determined
- Hard working

Accomplishments

- Graduated and received my diploma from highschool
- Got accepted into college and attended right after high school, and still remain
- Trained new employees at prior job experience
- Provide excellent customer service
- Determined college student

Professional Experience

June 2011 to
April 2012

The Arc Value Village

Minneapolis, MN

Production Assitant

- Tagged and hanged clothing
- Unpacked clothing
- Priced and stickered merchandise
- Put out new arrivals of clothing and placed them in the correct section
- Monitored fitting rooms
- Trained new team members
- Assisted other team mebers as needed
- Put out hard goods onto the floor in the correct sections
- Maintained a clean sanitized work surface (environment)

Oct 2008 to
Dec 2008

McDonalds

Minneapolis, MN

Cashier

- Prepared meals efficiently and accurately
- Worked independently and as apart of a team to achieve team goals
- Filled beverage and ice dispensers
- Greeted customers in the restaurant or in drive thru, took and rang up orders, handled payment and thanked customers
- Inspected dining and serving areas to ensure cleanliness and and proper setup
- Kept drink stations ready and clean
- Located items requested by customers
- Swept and scrubbed floors for cleanliness
- Maintained contact with kitchen staff, management, serving staff, and customers

June 2007 to
Aug 2007

The Burroughs Community School

Minneapolis, MN

Janitor

- Washed inside/outside windows around entire school
- Cleaned classroom materials and objects
- Washed and cleaned lockers through the entire school
- Cleaned floors, walls, and hallways through the entire school
- Cleaned, washed, and dusted the gym and auditorium windows, floors, stairs, railing, and walls
- Assisted my team as needed
- Came prepared and ready to work everyday on time

Educated and Training

2009

Southwest High School

Minneapolis, MN

- Participated in college prepared programs
- Took challenging advanced placement classes in order to prepare me for college
- Graduated and received diploma
- Lead by great examples

2009

St.Catherine University

Minneapolis, MN

- Completed all college general classes with outstanding grades
- Got accepted in the Community Health Worker program
- Currently attending

Certifications

- Healthcare CPR Certified