

# Mandi Cucchi

## **Entry level hard worker**

Bristol, PA 19007

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2156663388

Authorized to work in the US for any employer

## Work Experience

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### **Material Handler**

northtec Keystone - Bristol, PA

November 2019 to Present

I am on the line in warehouse as a product picker and packer. Also shipping.

### **Quality Assurance Inspector**

Silgan Plastics - Langhorne, PA

August 2018 to Present

### **Customer Service Desk/Cashier**

GIANT Food Stores - Levittown, PA

September 2014 to April 2018

- Opens and maintains customer accounts by recording and updating account information
- Maintains financial accounts by processing customer adjustments.
- Contributes to team effort by accomplishing related results as needed
- Resolve customers' service or billing complaints by performing activities such as exchanging merchandise, refunding money, or adjusting bills
- Lottery Sales
- Western Union & Bill pay

### **Nursing Assistant, Emergency Room Tech & Unit Clerk**

St. Mary Medical Center - Langhorne, PA

April 2008 to April 2010

- Answer patient call signals
  - Assist patients to perform daily living activities
  - Measure and record intake & output
  - Record vital signs
  - Document or otherwise report observations of patient behavior, complaints, or physical symptoms to nurses.
  - Feed patients or assist patients to eat or drink.
- Undress, wash, and dress patients who are unable to do so for themselves
- Explain medical instructions to patients or family members
  - Answer telephones and Greet visitors
  - Transmit correspondence or medical records by mail, e-mail, or fax.

- Transcribe recorded messages or practitioners' diagnoses or recommendations into patients' medical records

### **Administrative Office Assistant**

The closeout group - Bristol, PA  
July 2005 to August 2008

- Prepare invoices, reports, memos, letters, financial statements and other documents, using word processing, spreadsheet, database, or presentation software.
- Answer phone calls
- Prepare responses to correspondence containing routine inquiries.

### **Data Entry Clerk**

J & J Staffing Resources of Langhorne  
April 2004 to August 2004

- Compile, sort and verify the accuracy of data before it is entered
- Maintain files of canceled checks and customers' signatures
- Match statements with batches of canceled checks by account numbers

## Education

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### **High school or equivalent in Medical**

Harry S Truman High School - Levittown, PA  
September 1998 to June 2001

Bucks County Technical School - Fairless Hills, PA  
September 1998 to June 2001

## Skills

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- Customer Service / Data Entry/ Retail Cashier/ Warehouse/ All aspects of Office work (8 years)
- Call Center
- Customer Service
- Data Entry
- Fast Food
- Food Service

## Assessments

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### **Carpentry Laborer — Highly Proficient**

November 2019

Using safe practices while on a construction site.

Full results: [https://share.indeedassessments.com/share\\_to\\_profile/d80c1f07e2921830d8430100e7dba098eed53dc074545cb7](https://share.indeedassessments.com/share_to_profile/d80c1f07e2921830d8430100e7dba098eed53dc074545cb7)

### **Reliability — Highly Proficient**

November 2019

Measures a candidate's tendency to be dependable and come to work.

Full results: [https://share.indeedassessments.com/share\\_to\\_profile/29180b2829197e845bde561133404c32eed53dc074545cb7](https://share.indeedassessments.com/share_to_profile/29180b2829197e845bde561133404c32eed53dc074545cb7)

### **Data Entry — Proficient**

November 2019

Entering data quickly and accurately.

Full results: [https://share.indeedassessments.com/share\\_to\\_profile/008c0dfc0e788fa802d2a4fb69744333eed53dc074545cb7](https://share.indeedassessments.com/share_to_profile/008c0dfc0e788fa802d2a4fb69744333eed53dc074545cb7)

### **Data Entry Clerk — Highly Proficient**

February 2020

Maintaining data integrity by detecting errors.

Full results: [https://share.indeedassessments.com/share\\_to\\_profile/05411da32ad4dcceccb2840e159b2b30eed53dc074545cb7](https://share.indeedassessments.com/share_to_profile/05411da32ad4dcceccb2840e159b2b30eed53dc074545cb7)

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