

Mindy Noble

511 E College Dr Apt#141
Henderson, NV 89015
(702)268-6846
Palmer.mindy211@gmail.com

Objective

To provide a professional service to customers by applying and honing my knowledge. To enhance my professional skills, capabilities and knowledge in an organization that encourages me to succeed, trusts me with responsibilities and recognizes the value of hard work.

Experience

Doyle Aviation Ltd.

07/2016-02/2019

Executive Assistant

- Answer phones, schedule appointments, create statements, bills, letters and receipts, organize office and files, file documents, take and process payments, customer service and relations.

Billy's Café

09/2015

03/2015-

Lead Food Server

- Open and close restaurant, food service, beverage and salad preparation, customer service, take orders, cashier, hostess, general problem solving and clean up.

Shari's Café & Pies

07/2008-02/2015

Food Server

- Food service, beverage, salad and soup preparation and service, cashier, take orders, clean up, customer service, answering phone and problem solving.

Department of Natural Resources

02/2004-06-2006

Wild Land Firefighter

- Vegetation management and preservation, basic construction, foundation installation, tree felling, directing and delegating a 10 person crew and wild land firefighting

Education

Pierce College

2004-2005

- Information Technologies

Tacoma Community College

2004

- General Education Diploma

Skills

- Works well alone as well as in a group

- Excellent problem solving skills
- Great customer relations and service skills
- Works well at a fast pace, under pressure and enjoys challenging situations
- Can easily lift 50+ pounds and maintain a strong work ethic even when exhausted