

# Nissa Goodman

Denver, CO 80229

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303-562-6193

I am currently seeking an entry level position with possible advancement opportunities.

Authorized to work in the US for any employer

## Work Experience

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### **Delivery Driver/Dispatcher**

Denver Last Mile Logistics-Denver, CO

December 2021 to April 2022

As a driver I would strive to maximize customer satisfaction by transporting and delivering goods, merchandise, and other items in a safe and timely manner. Delivery loads were anywhere between 65-350 a day.

As a dispatcher I would help coordinate the drivers, help make sure car inspections were done, all packages were loaded during loading time, and locate assistance for drivers who will not complete there route in a timely fashion.

### **Data Entry/Errand Runner**

Roet Realty-Denver, CO

December 2018 to June 2019

In a part-time role, I ran errands and assisted with inputting data into a computer database regarding client information and the purchase and sales of homes. I also helped generate information from the database and analysis and presentations.

### **MANAGER**

DENVER ACADEMY HIGH SCHOOL CAFÉ-Denver, CO

December 2016 to June 2017

This was a school cafe in which we would serve students with affordable food for those who could not afford to bring food to school.

I would schedule employees, stock inventory, inventory charts, serve customers, take and return money, and lock up at the end of shift, and count money at the end of shift to make sure everything added up correctly.

## Education

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### **Some experience in Cosmetology**

Avalon School of Cosmetology - Denver, CO

June 2023 to May 2024

### **Some college in Early Childhood Education**

COMMUNITY COLLEGE OF DENVER - Denver, CO

January 2018 to April 2020

### **Some college in Early Childhood Education**

COLORADO MESA UNIVERISTY - Mesa, CO

August 2018 to December 2018

### **High school diploma**

Denver Academy - Denver, CO

August 2014 to June 2017

## Skills

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- Organizational skills (10+ years)
- Logistics (3 years)
- Problem solving (5 years)
- 43WPM (1 year)
- Attention to detail (10+ years)
- Time management (10+ years)
- Cash register (3 years)
- Box truck (1 year)
- Driving (9 years)
- Delivery driver experience (1 year)
- Basic math (10+ years)
- Microsoft Office (1 year)
- Phone etiquette (4 years)
- Microsoft Outlook (1 year)
- Data entry (1 year)
- Microsoft Word (1 year)
- Customer service (7 years)
- Logistics (3 years)
- Medical terminology
- Service writing
- 10 key typing
- Clerical experience
- Office experience
- Multi-line phone systems
- Customer support
- Word processing
- Commercial driving

## Languages

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- English - Fluent

## Awards

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### **Community Service Scholarship**

May 2017

I was awarded this scholarship due to completing over 2,000 hours of community service during my Senior year of High School

## Certifications and Licenses

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### **Driver's License**

#### **Non-CDL Class C**

## Assessments

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### **Work style: Reliability — Proficient**

February 2023

Tendency to be reliable, dependable, and act with integrity at work

Full results: [Proficient](#)

### **Delivery driver — Completed**

February 2023

Interpreting instructions or signs and solving problems

Full results: [Completed](#)

### **Warehouse safety — Proficient**

March 2022

Using safe practices in a warehouse setting

Full results: [Proficient](#)

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

## Groups

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### **Student Senate**

August 2016 to June 2017

I was part of the Student Senate during my senior year of high school. We would help set up fundraisers, prom, and fun school activities.

## **National Honor Society**

August 2016 to June 2017

In this group we would talk about community service, and how to give back to our community.

We would set up fundraisers or do charity work for company's or fundraisers. We would also talk about the betterment of the school and how to better assist students who need assistance with academics.

## **Additional Information**

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During my Senior year of High School I was working at Crown Burger while doing concurrent enrollment at the Community College of Denver. While working for Crown Burger I was also the manager at our school café. I only worked for Crown burger for four months due to me moving to Grand Junction for me to attend my freshman year at college.

When I moved back home at the end of 2018 I started to work for Roet Realty as a Data Entry Clerk/ Errand Runner. I worked for seven months. Then I went back to school at Community College of Denver for Early Childhood Education courses.

When I left Community College of Denver I went to work for a subcontractor of Amazon called Denver Last Mile Logistics. I worked for five months and decided to go to Cosmetology school.

I have been out of the work force for a while and have now decided is a good time to find a job.