

Sharose Cox

Volt Temp - Travel Tags

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To obtain a position in which I can use my skills to contribute to the success of my employer.
Authorized to work in the US for any employer

WORK EXPERIENCE

Medical Assembly

Indrotec - Maple Grove, MN - July 2016 to Present

Clean and assemble pulse readers

Volt Temp

Travel Tags - August 2014 to Present

Assembly line/Operator

Assistant Manager

Dollar Tree - August 2011 to August 2014

Managed and responded to all emails and telephone inquiries and made required follow ups

Provided training to customer service members

Administered customer services call centers

Proficient in managing work according to deadlines

Welcome Desk Assistant

Lyngholmsten - Saint Paul, MN - March 2010 to June 2010

Greet visitors and help to make them feel welcome

* Assist or direct visitors to their destination

* Support staff with administrative tasks (data entry, mailings, event material preparations)

Sharemaps and informational materials

Processor/Sales Associate

Goodwill/Easter Seals - Roseville, MN - July 2008 to November 2008

Process and price donated items in preparation for the sales floor.

* Provide excellent customer service to everyone who walks in the door.

* Perform janitorial duties on the sales floor, break room and bathrooms.

* Work as part of a team to exceed sales goals.

Homemaker

TLC Home Care - Roseville, MN - June 2007 to February 2008

Provided assistance in daily tasks such as cleaning, cooking and laundry to elders in their home environment.

- * Assisted clients with personal care and hygiene duties.
- * Assisted with grocery shopping and other errands.
- * Maintained excellent confidentiality and complied with all company policies.

Dietary Aide

Little Sisters of the Poor - Saint Paul, MN - October 2004 to October 2005

Prepared and measured patient food intake.

- * Set tables for dining services and cleaned place settings after meals.
- * Stocked kitchen supplies and food used by dining services.
- * Transported clients to dining hall and throughout the nursing home.
- * Worked as part of a team to ensure food and facilities met dietary and sanitation guidelines.

Personal Care Attendant

A Chance to Grow - Minneapolis, MN - December 2003 to July 2004

Transported a client diagnosed with Down Syndrome to her home after school.

Assisted client with homework and prepared healthy snacks and meals for her.

Assisted client with bathing and other personal care duties.

Accompanied client to recreational activities such as the park and mall.

ADDITIONAL INFORMATION

HIGHLIGHTS OF QUALIFICATIONS

Strong written and verbal communication skill

Over one year working with the elderly population

Provides outstanding customer service

Able to learn new duties and calmly prioritize multiple tasks

Always dependable, hardworking and organized

Immense ability manage work in a fast paced environment and prioritize work

