

Shupane Jackson

Homemaker

Minneapolis, MN
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To obtain a position in which I can utilize my skills and experience to contribute to the success of a company and advance professionally

WORK EXPERIENCE

Homemaker

Independent - Minneapolis, MN - 2010 to 2014

Observed and monitored children's play activities

- Dressed children and changed diapers
- Performed tasks in a timely manner
- Prepared food and served meals and refreshments to children
- Supported children's emotional and social development, encouraged understanding of others and positive self-concepts
- Instructed children in health and personal habits, such as eating, resting, and toilet habits
- Ability to handle multiple tasks at once
- Dusted and polished furniture and equipment
- Swept, scrubbed, waxed, and polished floors, with use of brooms and mops

Dietary Aid, Mount Olivet Services - Minneapolis, MN - 2007 to 2010

Set tables with clean linens, condiments, or other supplies

- Cleaned up spilled food and drink and broken dishes and removed empty bottles and trash
- Located items requested by customers
- Placed food servings on plates and trays according to orders and instructions
- Removed trays and stacked dishes for return to kitchen after meals were finished
- Took food orders and relayed orders to serving counters so they could be filled
- Examined trays to ensure that they contained required items
- Monitored food distribution, ensured that meals were delivered to the correct recipients and that guidelines, such as those for special diets, were followed
- Maintained kitchen work areas, equipment, and utensils in clean and orderly condition

- SuperAmerica
- Strong Customer Service skills
- Ability to perform repeatedly and for extended periods of time bending standing reaching, climbing, twisting / turning, pushing / pulling, squatting / kneeling / stooping, walking, and grasping. Ability to occasionally lift up to 50 pounds.

Additional Skills

- Punctual and dependable
- Hardworking and motivated
- Optimistic and quick learner

EDUCATION

ged

adult ged school - Minneapolis, MN
2010 to 2011

SKILLS

customer service (Less than 1 year)

ADDITIONAL INFORMATION

- Computer skills: Microsoft Word, Internet & Email
- Always willing to learn new skills and techniques