

nicole smart

hard working, easy to get along with, time management

Miles City, MT

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I'm interested in helping people in any needs. I have done motel work from cleaning rooms, to taking reservatins, to anything front desk requires. I currently work with developly disabled. I have worked at a gas station and deli as well as being their assist byant manager. I've worked at subway and babysat in the early years. Over all I just love to work. I enjoy meeting new people and having things to do to keep me busy. I'm a hard worker and go hard at what I am doing.

WORK EXPERIENCE

voc hab tech II

eastern montana industries - Miles City, MT - 2012 to Present

Responsibilities

Help consumers work and earn their own money, feeding, medication administration, cleaning, paperwork and transportation

Accomplishments

Helped keep people healthy and on a line to happiness

Skills Used

Time managment, people skills, and writing

Group Home Manager

eastern montana industries - Miles City, MT - 2010 to 2012

Responsibilities

Manage staff, look after consumers, bathing, feeding, helping in anyway with consumers, shopping, doctor appointment schedules and taking them in, phone calls to their parents or family, transportation, medication administration

Accomplishments

Mandt course accomplished, ddcpt class, college of direct support, first aide/CPR, autism class, safety committee

Skills Used

Time management, people skills, focus, concentration on many things at once, neater organization

Cashier

cenex - New Town, ND - February 2009 to March 2010

Responsibilities

Working with customers, stocking shelves, cleaning, counting out tills, restarting systems, numerous phone calls and supervising the crew

Accomplishments

Helped others move up the line of work as did i.

Skills Used

Time management, focus, determination and numbers

Housekeeper

richland motor inn - Sidney, MT - 2005 to 2006

Responsibilities

Cleaned rooms, sanitized, kept grounds clean

Skills Used

Time management and elbow grease

House Keeping

sunrise motel - Sidney, MT - 2004 to 2006

Responsibilities

Cleaned rooms, laundry, sanitizing anything, keeping grounds clean

Accomplishments

Motivating others to do more

Skills Used

Hard work and elbow grease

Front Desk Clerk

sunrise inn - Sidney, MT - 2004 to 2006

Responsibilities

Make reservations, checked in customers, checked out customers, cleaned the office, counted tills, managed staff

Accomplishments

Self control, time management and people skills

Skills Used

Verbal and customer relationa