

Tammsha Rice-Williams

ricewilliamst@gmail.com

+1 720 742 5071

Willing to relocate: Anywhere

Work Experience

Production Assistant

LGC Staffing - Denver, CO

August 2020 to Present

- # Assisted the chef with preparation of hot and cold meals by cutting and dicing fruits and vegetables to have food ready to be served to the students in the cafeteria in a timely manner
- # Prepared breakfast, lunch and dinner meals for a non-profit organization by placing all required food items in its container to be served to quarantined patients
- # Bagged special diet breakfasts and lunches following a strict menu to assure all proper foods are given to the clients with food allergies and/or certain medical conditions

Temporary Intern

SparqU, Inc. - Denver, CO

December 2020 to February 2021

- # Assist in the administration of the overall operation of the organization and responsible for creating curriculum materials to properly train students with the knowledge needed to pass their exams and gain accredited certification in Digital Literacy
- # Facilitate one-on-one tutoring sessions with students leading them towards the successful completion of the IC3 BootUp Camp training program using computer learning systems via video conferencing
- # Provide support for office organization by assisting the coordinators with basic tasks related to the day-to-day operations including customer service communications online and over the phone, data entry, and business systems operation

Retail Clerk

7-Eleven - Highlands Ranch, CO

July 2020 to September 2020

- # Daily inventory control of all store products to keep account of all retail sales using handheld scanners to input into the computer system and to ensure that prices and quantities were correct
- # Upselling of products and services to customers and recommending new items
- # Processed exchanges and refunds, transactions of cash, credit, debit and gift card payments, reloaded prepaid cards and created money orders

Caregiver

Blue Spruce Home Care Agency - Denver, CO

June 2020 to September 2020

- # Assisted clients with their everyday needs that included cooking, cleaning, laundry, bathing, hair care and recreation

- # Drove or walked to the store for the client to shop for their daily needs and household essentials and pick up their medication prescriptions
- # Helped the clients schedule their medical appointments with their doctors and schedule transportation services to get to and from those appointments

Cashier

Taco Bell - Littleton, CO

February 2020 to June 2020

- # Placed food orders using the computer-based cash register and headset system for the customers who dined in the restaurant and drive-thru
- # Processed transaction payments using cash, credit, debit and gift cards
- # Packaged menu items into bags and placed drink orders into carriers for easy transport

Education

Certification

Community College of Aurora - Aurora, CO

November 2020

High School Diploma

Denver East High School - Denver, CO

May 2004

Skills

- # Self-Starter # Critical Thinking
- # Reliability # Problem-Solving
- # Punctuality # Verbal and Written Communication
- # Multitasking # Inbound/Outbound Calling
- # Client-focused # Type 50 wpm
- # Detail-oriented