

Wakeeta Ruffin

Greenville, NC 27834

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I'm seeking employment with a company where I can grow professionally and personally as well as seeking a competitive and challenging environment as well as where I can serve your company and establish a career for myself.

Authorized to work in the US for any employer

Work Experience

Machine Operator/Assembler

Denso - Greenville, NC

September 2019 to Present

I work on assembly line molding parts for windshield wipers • Performed required quality checks every 30 minutes

Cashier

Five Points - Greenville, NC

March 2017 to September 2019

Operating cash register, assisting customers with lottery, deposits, preparing food

- Handled returns and exchanges

Production worker

ButterBall LLC

May 2016 to September 2016

Work on production line, the job consists of various jobs with turkeys, trimming, cutting fat off turkeys,

Shift Manager

Fish the Net - Wilson, NC

January 2013 to July 2016

the

Net

Video

Cafe

Explain house rules, such as game rules, operating cash register for cash transactions, making sure the store is clean and comfortable for the customers, make sure coffee has fresh coffee and snacks as needed. Coordinated promotions and special events.

Assistant Manager

Top Catz Sweepstakes - Ahoskie, NC

June 2012 to January 2014

Top Catz

II

Explain to costumers house rules, such as games rules, I was responsible for verifying currency and computed payable to odds to pay winning bets. Coordinate promotions and special events, clean and organize the store, including the checkout desk and display. Make sure the costumers was comfortable and had fresh coffee a much as they wanted it. I was responsible of operating cash register for cash transactions and keeping a record of all money being paid on my shift, I was responsible for shift reports and making schedules.

CNA1, Nursing Assistants - Rich Square, NC
March 2012 to May 2013

Hearts

Home

Health

Care

My duties consisted of helping disable people with bathes, feeding and other daily activities that they can't do for themselves, also assist them with taking their medication and keeping a record of vital signs and what they eat on a daily basis.

Nursing Aides, Orderlies, and Attendants, Unknown ONET title - Greenville, NC
August 2008 to October 2009

HEALTH

Education

Associate in Business Administration

Walden University

January 2018 to Present

Skills

- Customer Service
- Fast Food
- Food Prep
- Excel, microsoft, powerpoint (5 years)
- Food Service
- Team Member

Certifications and Licenses

Driver's License