

Katera Cooper

Ready to work

Rochester, MN 55904

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Hi, my name is Katera Cooper. I'm a show action kind of person, I like to take initiative. I like to educate myself, always picking up new hobbies. I'm okay with taking leadership and just as fine with taking direction. I'm a great conversationalist, I can relate to almost every age group. Very friendly and outgoing and really eager to hear from you guys. Hopefully we can benefit each other.

Willing to relocate to: Rockford, IL

Authorized to work in the US for any employer

Work Experience

Front Desk Representative/Night Auditor

La Quinta Inns & Suites

September 2018 to Present

Answer phones, make reservations, housekeeping

Packer Operator

Nestle USA - DeKalb, IL

January 2017 to September 2017

Pack and unpack food product, operate pallet jack & banding gun

Cashier

Food Mart - DeKalb, IL

June 2017 to August 2017

Cashier/Cook

Popeye's Restaurants

October 2016 to February 2017

Cashier/Cook

McDonald's

May 2015 to June 2016

Call representative

CMI Management Services - Rochester, MN

Assembler/Production

HALCON Furniture - Rochester, MN

Message 7/10 @
11AM

1st Packager

Education

High school diploma

Dekalb High School

Skills

- Able to operate a pallet jack (Less than 1 year)
- Able to operate a banding gun (Less than 1 year)
- Good with math, people person, great conversationalist
- Front Desk
- Guest Service
- Call Center
- Customer Service
- Cash Handling
- Customer Service Skills
- fast learner
- Communications
- Sales
- Night Audit
- Laundry
- Food Preparation
- Cleaning Experience
- Windows
- Warehouse experience
- Hand tools
- Assembly
- Retail Sales
- Microsoft Word
- Cooking

Certifications and Licenses

Driver's License

IPC Specialist

July 2019 to July 2021

ServSafe

September 2020 to September 2025

Assessments

Management & leadership skills: Planning & execution — Completed

June 2021

Planning and managing resources to accomplish organizational goals

Full results: Completed

Customer service fit — Completed

June 2021

Measures the traits that are important for success for customer service roles

Full results: Completed

Sales skills — Completed

June 2021

Influencing and negotiating with customers

Full results: Completed

Cooking skills: Basic food preparation — Completed

July 2019

Preparing food, using cooking equipment, and converting ingredient measurements.

Full results: Completed

Work style: Reliability — Completed

August 2021

Tendency to be reliable, dependable, and act with integrity at work

Full results: Completed

Call center customer service — Highly Proficient

October 2020

Applying customer service skills in a call center setting.

Full results: Highly Proficient

Customer service — Familiar

April 2021

Identifying and resolving common customer issues

Full results: Familiar

Retail customer service — Proficient

December 2021

Comprehending and responding to retail customer needs

Full results: Proficient

Warehouse associate — Proficient

June 2021

Assesses the tendencies that are important for success in warehouse roles

Full results: Proficient

Work motivation — Proficient

June 2021

Level of motivation and discipline applied toward work

Full results: Proficient

Indeed Assessments provides skills tests that are not indicative of a license or certification, or continued development in any professional field.