

Nicole L. Kuskie

22 Ash Ave. #3

Eaton, CO 80615

Phone 970-702-6645

E-mail kuskie23@hotmail.com

Introduction

I am a very self-disciplined self-motivated person. Being a vendor brings great satisfaction to me on a daily basis. Getting to do what I love while doing a service for my customers.

Courses Taken

Excel	Word	Speech/Communication	Business Communications
Business	Accounting	Power Point	

Soft Skills

Efficient	Communicative	Hardworking	Productive
Ten Key	Computer Literate	Punctual	Fast Learner
Good Listener	Customer Service	Honest	Trustworthy

Work History

2015-2017

Sub Contractor CGGK (BonAppetit)

My roles and responsibilities: Customer Service. Deliver pastries (BonAppetit) to retail stores. Take order and deliver product. Cash handling. I deliver to about 14 stores Mon-Fri. Have to be self-motivated to get up and go to work daily. I am my own boss. My route includes from Eastern Denver to Greeley. I have different stores that I go to daily. Have to be self-disciplined to finish all stores daily. When taking an order I have to know what sells in the store and what doesn't. When I have out dated product I take it out of the store no cost to them. I also own my own delivery truck that I work out of.

2012- 2015

McDonald's

My roles and responsibilities: Customer Service, Cash Handling, Daily Deposits, Hire and train new employees, Schedules for 45-50 employees. Supervised over 15-20 employees during a shift. Opening, Midday, and Closing Duties, Shift planning tool daily, Handled customer complaints.

Promotions: After 4 months promoted to Shift Leader
After 6 months promoted to Shift Manager
After 8 months promoted to Department Manager
After 1 year promoted to Assistant General Manager

Classes I have taken include: Food Safety/ServSafe
Shift Management Orientation
Area Management
Shift Management

I also earned my Certificate of Completion for: Introduction to Management Course
Department Management Capstone

- 2008 – 2012 ***Daylight Donuts of Sterling***
My role and responsibilities: Delivery, cleaning, customer service, early morning Shift, bank deposits, cashier
- 2010- 2011 ***Pizza Hut***
My role and responsibilities were: Answer phones, take orders, deliver pizzas, and cook, customer service.
- 2009-2009 ***UPS***
My role and responsibilities were: Driver Helper-Seasonal, Help Driver get truck loaded and ready for delivery, Help Driver delivery packages.

Education

2001 Sterling High School, Sterling, Colorado

Summary

I feel I can contribute a great deal to your organization. My goal is a long term employment. I am up for the challenge of learning and experiencing new and exciting opportunities. I am looking forward to the opportunity to work with you.