
Cynthia Gail Nicks

3618 SE Frontage Rd Lot #39
Johnstown, CO 80534
Phone: (334) 435-6504
E-mail: clgjnick@yahoo.com

OBJECTIVE

I am seeking employment with Traffic Master's Inc. as a Traffic Control Supervisor where my past skills and experience can help the company grow.

SUMMARY OF QUALIFICATIONS

School Bus Driver, Good With Hand Tools, Good at Math, Following Directions, Current on the Flaggers Certification, CDL Physical, Current TCS Certification, Current CDL, and No Accidents or Incidents.

WORK EXPERIENCE

Traffic Control Supervisor (6/2017 - 8/2019)

Loveland Barricade, Loveland, CO

Set up construction job sites, drives company vehicles safely, and accurate paperwork.

School Bus Driver (8/2013 - 5/2017)

Thompson School District, Loveland, CO

Drive special needs children to and from school.

Delivery Driver (12/2012 - 6/2013)

Pizza Hut, Headland, AL

Deliver pizzas, prep the pizza dough, and wash dishes

Pool Attendant (6/2012 - 8/2012)

Lago Vista MHP, Loveland, CO

Supervised kids and adults at the pool. Responsible for cleaning the pool.

School Bus Driver (11/2011 - 5/2012)

Thompson School District, Loveland, CO

Drove the juniors and seniors back and forth to their college classes.

School Bus Paraprofessional (10/2009 - 11/2011)

Thompson School District, Loveland, CO

Helped the students with disabilities to their seats and helped strap down the wheel chairs.

Pool Attendant (5/2009 - 8/2009)

Lago Vista MHP, Loveland, CO

Supervised kids and adults in the pool. Responsible for cleaning the pool.

Service Desk Associate (6/2006 - 12/2007)

Wal-Mart, Loveland, CO

Handled large amounts of money
returned items that customers returned.

Sent money through money grams and
sold money orders to the customers.

Branch Manager (1/2006 - 4/2006)

AMSCOT Tax Service, Valrico, FL

Supervised 8 tax preparers.

Made sure the tax returns were done correctly.

Submitted tax returns to the IRS.

Prepared weekly employee work schedules.

Kept and filed client files as required by the IRS.

Merchandise Clerk (8/2004 - 11/2004)

Walt Disney World, Orlando, FL

Handled large amounts of cash and
greeted the guests.

Culinary Operations (12/2003 - 8/2004)

Busch Gardens, Tampa, FL

Operated the outside food carts.

Handled large amounts of cash, counted and balanced tills at the end of the night.

Part-time tutor (8/2002 - 3/2004)

Hillsborough Community College, Tampa, FL

Tutored Accounting Students

Tax Preparer (1/2003 - 4/2003)

AMSCOT Tax Service, Tampa, FL

Prepared tax returns for clients.

Owner (1/1999 - 11/2001)

C Nicks Accounting, Loveland, CO

Prepared tax returns for individuals and companies.

Entered journal entries, prepared the general ledger, and financial statements for a
roofing company.

Part-time Tutor (8/1989 - 11/2001)

Aims Community College, Greeley, CO

Tutored accounting and math students.

EDUCATION

MS in Criminology

Regis University

Denver, CO

Will Graduate in Spring 2020
Current GPA is a 3.45

BA in Accounting

Regis University

Denver, CO

Minored in Business Administration.

Graduated with a GPA of 3.56

AA in Liberal Arts

AIMS Community College

Greeley, CO

Graduated with a GPA of 2.67

AAS in Accounting

AIMS Community College

Greeley, CO

Graduated with a GPA of 2.50

ADDITIONAL QUALIFICATIONS

Was awarded the Advanced Tutoring Certificate from the state of Florida.

Volunteered for VITA. Current on the Flaggers Certification, CDL Physical, Current CCA

TCS Certification, and Current CDL.