

Nichole Ross

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Work Experience

Lead Production Operator

My perfect pet-Sulphur Springs, TX

June 2022 to Present

As the production lead I am responsible for the entire crew on my shift. My daily tasks are

- setting up and/or assisting set up of multiple machines for production
- Assisting with shipping and receiving which includes packing the product and double-checking paperwork and shipping labels
- Making sure team members are in proper work attire and always on task
- Inventory
- Generating work schedules
- Daily cleaning check list
- Documentation of multiple things
- Sanitation
- Forming dog and cat food, packing, labeling and cleaning.
- Developing and implementing new company policies for SOP and SSOP.
- I've also assisted in making company SOP's
- QC of finished product
- General maintenance and plumbing
- Heavy machine maintenance
- Ensuring the crew is properly informed of daily production requirements
- Being the role model for the crew. Someone that listens, accepts constructive criticism, believes in positive reinforcement and setting the general mood for the day. My glass is half full!!

Home Health Aide

Alamo Consumer Direct-Sulphur Springs, TX

March 2010 to Present

I'm a home health aide for a fully disabled adult. I've been with the same client since 2010. My job duties include cooking, cleaning, bath, medication administration, transfers, and anything that is asked of me. The company has changed names a few times since I've been employed.

Office Assistant

Lone Star-Valu Lot-Sulphur Springs, TX

August 2007 to December 2008

I was an office assistant for a car dealership. My duties included taking payments, handling bank deposits, printing contracts, taking and directing phone calls and occasional helping with sales.

Education

Some College in General Studies

Paris Junior College - Sulphur Springs, TX

August 2009 to December 2012

High school diploma

Sulphur Springs High School - Sulphur Springs, TX

August 2004 to May 2008

Skills

- Home Care
- Caregiving
- Cleaning
- Medication Administration
- Organizational Skills
- Microsoft Word
- Sales
- Microsoft Excel
- Customer Service
- Meal Preparation
- Cashiering
- Assembly
- Senior Care
- Packaging
- Shipping & receiving
- Microsoft Office
- Computer skills
- Communication skills
- Customer service
- Cooking
- Data entry
- English
- Computer literacy
- Phone etiquette
- Time management

Certifications and Licenses

Driver's License

Assessments

Attention to detail — Proficient

January 2022

Identifying differences in materials, following instructions, and detecting details among distracting information

Full results: [Proficient](#)

Recruiting — Proficient

May 2022

Managing the candidate sourcing and selection process

Full results: [Proficient](#)

Filing & organization — Proficient

May 2022

Arranging and managing information or materials using a set of rules

Full results: [Proficient](#)

Delivery driver — Proficient

June 2022

Interpreting instructions or signs and solving problems

Full results: [Proficient](#)

Work style: Reliability — Proficient

May 2022

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

Full results: [Proficient](#)

Warehouse safety — Completed

May 2022

Using safe practices in a warehouse setting

Full results: [Completed](#)

Customer service — Proficient

May 2022

Identifying and resolving common customer issues

Full results: [Proficient](#)

Administrative assistant/receptionist — Proficient

May 2022

Using basic scheduling and organizational skills in an office setting

Full results: [Proficient](#)

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

Additional Information

I consider myself a very adaptive person. I'm not afraid of challenges and I'm always looking to learn new things.