

# Niyah Hedgepeth

Florissant, MO 63034

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(314) 3099130

High energy individual offering 2 years of related experience and strong motivation to positively impact day to day job operations with good communication, organizational and multitasking abilities. Smoothly coordinate customer and team needs with minimal oversight and sound judgement. Great with technology and software.

Authorized to work in the US for any employer

## Work Experience

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### Caregiver

CARING SOLUTIONS - St. Louis, MO

November 2020 to Present

Assess medical needs, prepare meals , monitor medication , assess with basic needs

### Caregiver

1st Choice Home Health Care - St. Louis, MO

July 2020 to Present

Facilitated best possible care by developing strong and trusting rapport with patients.

- Performed light housekeeping duties such as, making beds, sweeping floors, and sanitizing surfaces.
- Maintained a clean and well-organized environment to promote client happiness and safety.
- Improve patient outlook and daily living through compassionate care,
- Planned and prepared nutritious meals and snacks to meet special client diets such as a diabetic.

### Team Member

OuikTrip - St. Louis, MO

December 2019 to July 2020

Inspected production equipment, troubleshoot programs and completed minor repairs to maintain functionality

- Complete ongoing quality checks on products, closely following strict quality assurance guidelines.
- Learned roles of other departments such as the kitchen, to provide coverage and keep stores operational.
- Processed all sales transactions accurately and promptly to prevent long customer wait times.
- Properly verified customer identification for alcohol or tobacco purchases.
- Completed custodial round, including sweeping and vacuuming.

### Sandwich Artist

Subway - Florissant, MO

March 2018 to December 2019

Stored food in designated containers and proper storage locations to prevent spoilage, cross-contamination and illnesses.

- Maintained clean, well- organized and properly sanitized front counter area to greet customers.

- Discussed menu options with customers and offered proactive suggestions to meet individual needs and drive sales.
- Prepared food items such as deli and hot sandwiches to meet customer specifications.
- Maximized time by restocking container supplies and condiment stations, cleaning windows and emptying trash cans during slow periods.
- Delivered superior customer service focused on quality and meeting customer needs quickly and efficiently.
- Complied with safety and sanitation guidelines to maintain health and well-being of customers and other staff.

## **Cashier**

Jack In The Box - St. Louis, MO  
January 2019 to November 2019

Welcomed customers, offering assistance to help find necessary store items.

- Wrapped items and bagged purchases properly to prevent merchandise breakage.
- Processed customer payments quickly and returned exact change and receipts.
- Completed daily recovery tasks to keep areas clean and neat for maximum efficiency.
- Drove sales and add-on purchases by promoting specific item options to customers.
- Maintained high productivity by efficiently processing cash, credit, debit and voucher program payments for customers.

## Education

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### **Diploma**

Hazelwood Central High School, Florissant, MO - High School - Florissant, MO  
August 2016 to May 2020

## Skills

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- - Continuous development
- Money Handling (1 year)
- Advanced language ability
- Safety Understanding Team
- Efficient in software Building
- Equipment operation
- Customer service (2 years)
- Caregiving (Less than 1 year)
- Food Production (2 years)
- Microsoft Windows
- Home Care

## Certifications and Licenses

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### **CPR Certification**