

# Diondrea Ballard

Markham, IL

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secure a position as an entry employee

Authorized to work in the US for any employer

## WORK EXPERIENCE

### **McDonalds Crew Member**

McDonald's - Chicago, IL - April 2015 to Present

Greeting customers as they arrive to order making sure each customer is satisfied and quick fast in and out service

### **Package Handler**

Hodgkin, IL - December 2014 to April 2015

M

- Maintained high standards of customer service during high-volume, fast-paced operations.
- Communicated clearly and positively with coworkers and management.
- Followed procedures for safe preparation, assembly, and presentation.
- Lift packages up to 70lbs and over

### **Captain**

Hooks - Chicago, IL - May 2014 to July 2014

Delivery Driver

M

- Maintained high standards of customer service during high-volume, fast-paced operations.
- Communicated clearly and positively with coworkers and management.
- Followed procedures for safe food preparation, assembly, and presentation.
- Cross-trained and coordinated scheduling with team members to ensure seamless service.

### **Volunteer Nursing Assistant**

Advocate Trinity Hospital - Chicago, IL - November 2013 to April 2014

Checked vital signs/ hourly

- Pass out water and food to patients
- Attended to the basic needs of patients

### **Volunteer Daycare Assistant**

Chesterfield Tom Thumb Day Care - Chicago, IL - December 2011 to March 2012

Taught basic skills to clients such as, colors, shapes, numbers and letter recognition, personal hygiene and social skills

- Read books to entire class or small groups
- Attended to the basic needs of the clients by feeding them, dressing them

**Student Participant**

After School Matters/True to Life Foundation - Chicago, IL - June 2011 to September 2011

Greeted customers as they entered the establishment

- Created functional and decorative objects by hand using a variety of methods and materials
- Fabricated patterns/templates to guide craft production
- Applied appropriate finishes to completed objects

**EDUCATION****Vocational**

Career Academy - Chicago, IL

**ADDITIONAL INFORMATION****COMPUTER SKILLS**

- Windows operating systems
- Microsoft Word
- Microsoft PowerPoint
- Prezi Presentations