

Melissa Thompson

Helpful and Caring Individual

Saint Paul, MN 55112

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I possess several skills that can make any company run accurately and manage any aspects in a variety of positions. I am a loving caring person that wants to help people in need of caring for themselves and there daily lives.

Authorized to work in the US for any employer

Work Experience

General Manager

International House of Pancakes - Coon Rapids, MN

August 2016 to February 2018

Ran a crew of 15-25 people. Daily and weekly paperwork. Bank deposits. Inventory. Ordered all products for proper and efficient needs of the restaurant. Hiring and termination when needed.

Habilitation Technician

Blue Ridge Group Homes - Asheville, NC

January 2003 to December 2003

Helped developmentally disabled persons with Activities of daily living. Cooked dinner with family style dining.

Education

CNA

Minneapolis Community and Technical College - Minneapolis, MN

Present

Associate's degree

Anoka Technical College - Anoka, MN

January 2010 to June 2012

Skills

- Micros POS
- Typing 70 Wpm
- Microsoft Office
- Quick learning skills
- Time management
- Leadership

- Developmental Disabilities Experience
- Payroll
- Food Safety
- Restaurant Management
- Inventory Control
- Meal Preparation
- POS
- Cooking
- Serving Experience
- Kitchen Experience
- Home Care
- Microsoft Word
- Recruiting
- Management
- Cleaning Experience
- Host/Hostess
- Caregiving

Certifications and Licenses

Certified Nursing Assistant (CNA)