

DEANDRA Sutton

Mrs. DeAndra Sutton, RN, ADN

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I am currently living in Altus, OK. I will be moving to the Savannah, GA area in the near future. I have been employed at the same location going on 17 years. I am a hard-working, jovial, and loyal employee. I look forward to learning new tasks and I have a flexible schedule.

Willing to relocate to: Savannah, GA - -

Authorized to work in the US for any employer

Work Experience

Commissary Contractor Monitor

United States Department Of Defense - Altus, OK

August 2017 to Present

1. Monitor the work practices of the contractor employees and make sure they align with the agreed upon contract.
2. Annotate and email all satisfactory and unsatisfactory work performed each month with detailed information to management and headquarter personnel.
3. Communicate with management of Defense Commissary Agency and the contractor manager in order to make sure we work together to provide the best shopping experience for the customers.
4. Complete daily, weekly, and monthly paperwork on excel spreadsheets and scan forms for processing payment.
5. Inspect meat processing equipment for cleanliness and sanitation.
6. Perform security and safety checks for all personnel in the building.
7. Operate, train, and provide license for work associates work associates on the electric forklift and electric pallet jacks.
8. Maintain personnel files and contractor badges for identification while working.

Store Worker

Defense Commissary Agency (DeCA) - Altus, OK

November 2005 to August 2017

- Responsible for online package and order management
- Operated point-of-sales (POS) system
- Responded to customer inquiries about grocery items for purchase.
- Straightened merchandise displays on sales floor
- Maintained paperwork
- Received and checked in items from distributors for the replenishment of the sale floor.
- Removed expired product from the shelves prior to the start of business days.
- Trained fellow employees on the job tasks of a store worker.
- Operated electric forklifts and pallet jacks daily.

36B Financial Management Specialist

U.S. Army Reserve - Fort Sill, OK

July 2007 to June 2016

1. Assisting in the construction of memorandums for leadership personnel.
2. Store and file personnel files of soldiers in the brigade.
3. Assist in the processing of soldiers pay.

Education

Associate in Science (AS) in Nursing

Western Oklahoma State College - Altus, OK

August 2019 to May 2022

Associate in Arts (AA) in Liberal Arts & Sciences

Western Oklahoma State College - Altus, OK

August 2015 to May 2019

Skills

- DoD Experience
- Military Experience
- Computer Skills

Military Service

Branch: Army Reserve

Service Country: United States

Rank: Private First Class

July 2007 to June 2016

Certifications and Licenses

Certified Forklift Operator

November 2005 to May 2024

Registered Nurse (RN)

July 2022 to February 2024

BLS Certification

August 2022 to August 2024