

Antasia Williams
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SUMMARY

A hardworking and smart worker who works hand in hand professionally with other coworkers to help customers have a better experience. Also, have a good approach and good communication skills, to relate well with staff, management, and customers. Fast learner, goal-driven, creative, born leader with team working spirit, and intelligent. Seeking to work in management.

PROFESSIONAL EXPERIENCE

Taco Bell – Indianapolis, IN
Assistant General Manager

August 2018 – July 2021

- Maintain Inventory
- Manage workers
- Review Financial Reports
- Assign jobs

McDonald's, - Indianapolis, IN
Assistant Manager

December 2015 – July 2019

- Training new employees
- Ensuring food safety
- Inventory
- Delegating tasks to my teams

EDUCATION

WAYNE TOWNSHIP ADULT EDUCATION CENTER - Indianapolis, IN – Pharmacy Technician
National Healthcare Association ExCPT Exam and First Aid + CPR Certification
8/21/2023 – 12/21/2023

Vincennes University
Associates in Science

2014 – 2017

Volunteer

The Salvation Army

2019

Soft Skills:

- Effective Communication
- Professionalism
- Promoting Teamwork and Collaboration
- Thinking Critically and Solving Problems

WIN Career Readiness – Essential Soft Skills Certification 2022

OSHA-10 Certification Healthcare 2023

References

Sean Polly (317) 629-7833

Derrion Brown (317) 956-0300

Bridgette Valentine (317) 500-7820

Taiveon Davis (317) 796-6594