

LETICIA NICOLE PARTON

PROFESSIONAL SUMMARY

Detail-oriented team player with strong organizational skills. Ability to handle multiple projects simultaneously with a high degree of accuracy.

SKILLS

- Manufacturing/ Assembly
- Quality Inspection
- Communication Skills
- Restaurant Experience
- Pallet Jack
- Warehouse Experience
- Cash Handling/ Register
- Safety Understanding

WORK HISTORY

TEAM MEMBER/CASHIER

Papa John's, Hialeah, FL

- Maintained clean, organized, and safe work areas to promote operational efficiency and ensure team safety
- Quickly learned all required tasks, maximizing performance and contributing to overall team productivity
- Consistently worked scheduled shifts and remained available to cover during coworker absences, holidays, and peak business periods
- Developed strong cooperative relationships with coworkers and managers, fostering a positive and efficient work environment
- Enhanced customer service and product knowledge skills to improve individual and team performance, driving customer satisfaction and repeat business

ASSEMBLY LINE WORKER

Crescent Manufacturing, North Collins, NY

- Placed bottles on the production line and ensured proper alignment for efficient processing
- Applied caps to bottles and tightened caps to meet quality standards
- Assembled and prepared boxes for packaging, placing finished products inside
- Operated a tape machine to secure boxes and ran them through the taper for proper sealing
- Lifted and stacked boxes onto pallets and used a pallet jack to move completed pallets to designated areas
- Maintained a clean and organized work area, adhering to safety guidelines to ensure smooth production flow

IN HOME CAREGIVER

AccentCare, Midland, TX

- Assisted clients with bathing, grooming, and dressing, ensuring comfort and maintaining

- personal hygiene
- Provided light housekeeping services, including making beds, mopping, sweeping floors, and cleaning showers
- Changed bed linens and helped clients with mobility, including assisting with walkers and transfers to and from the bathroom
- Prepared meals and served food, ensuring clients' dietary needs were met and providing assistance with feeding when necessary
- Supported clients with personal care, including changing pull-ups and assisting with bathroom routines
- Read the Bible to clients, offering emotional support and companionship
- Managed household chores such as washing dishes, stocking the fridge with water and food, and handling client laundry

CHILD CAREGIVER

Mrs. Irene's Child Care and Preschool, Midland, TX

- Served as a Teacher for children aged 18 months to 2 years, providing a safe and nurturing environment for early childhood development
- Created and facilitated age-appropriate learning activities to promote cognitive, social, and physical development
- Assisted as a runner, helping with transitions between classrooms and ensuring smooth operations within the childcare center
- Supported children with basic needs such as feeding, diapering, and maintaining hygiene, while encouraging independence
- Worked closely with parents and caregivers, providing updates on children's progress and daily activities

EDUCATION

Prosperity Employment Outreach- 432-226-9987, Midland

Penn Foster, Scranton, PA

High school diploma, 02/2020

ASSESSMENTS

- Cleaner fit, Proficient, 12/01/22, Measures the traits that are important for successful cleaners
- Work style: Reliability, Proficient, 10/01/22, Tendency to be reliable, dependable, and act with integrity at work
- Work motivation, Proficient, 10/01/22, Level of motivation and discipline applied toward work
- Customer focus & orientation, Proficient, 02/01/23, Responding to customer situations with sensitivity
- Early childhood development, Proficient, 10/01/22, Knowledge of the development of children ages 0-3 and of ways to foster that development