Tosha Sawyer

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# Objective

Seeking a challenging and rewarding career with a reputable company, where I can employ my

skill sets and abilities to not only better the company but also myself. A strong belief in being professional and customer oriented and conduct business with the highest level of Integrity and Respect. Having the flexibility and a strong desire to succeed not only professionally but also personally play a large part of creating value and creating a successful working environment that is both fulfilling and rewarding to the company and myself.

# Education

## high school equivelent ged | 2008 | Stratford university phoenix, Az

* High school equivalent GED program
* Emphasis on Business

## Currently ENROLLED | Cowley County community college

* Major: Business Administration
* Related coursework: Computer graphics, Human Resource Management, Office 2016 basics,
* Minor: CNA Nursing Program
* Related coursework: CPR training

# Skills & Abilities

## Management

* 3 Years Supervisory experience in fast pace environments, while adhering to strict guidelines and regulations. Excellent communication skills and ability to help motivate and encourage people in a positive manner.

## Communication

* Work very well with vendors, and contractors. Also, have worked with several non-profit charities, organizing and hosting community charity events for organizations such as Big Brothers, Big Sisters of Kansas, Winfield Youth Football LLC, Winfield Wrestling Club, and Ducks Unlimited.
* Work efficiently with customers on helping to meet their needs in a professional, courteous manner to ensure repeat customers.

**Virtues**

* I have a strong belief in Customer Focus, meaning that no matter what business or career path I am in the only way to be successful is to make sure the customers are successful. Our customers guarantee our success in sales and profits, if we do not help them to succeed we lose business and there for we fail. I believe in conducting business on professionally and courteously to build relationships with customers and keeping the mind set that the customer is my main priority.

# Experience

## Customer service representative |Sherwin Williams | Currently employed

* Process orders and help customers with projects concerning Sherwin Williams products. Conduct inventory and cycle counts on a regular basis, update stock, prices, and display units. As a 3rd key holder I would open and close the store, handle deposits and drops.

## Care Giver | Bruce Mason | 06/2013-6/2015

* Perform home health care for disabled person unable to care for themselves. Build a solid and strong relationship of trust between my patient and I. Care would include but not limited to everyday functions such as bathing, cleaning, cooking, lifting, giving meds, running errands and general living up keep.

## General Attendant | MWV Calmar | 4/7/2010-7/7/2013

* Operate a high-speed assembly machine, keeping the bins filled with parts, clearing jams, and reporting any downtime issues to maintenance. Taped boxes up as they came out of the machine and put labels on them. Cleaned work area at end of my shift. Always met or exceeded my quota.

## Vault Supervisor/cage clerk | first council casino | 2/20/2008-2/11/2010

* Counted vault safe at beginning of our shift made sure the money balanced out. Did jackpot fills for

cashiers, filled blackjack fills for black jack. Strapped money, entered paperwork in on computer and

had to make sure we balanced out at end of our shift. Also, made schedule for the vault clerks for the

week. Kept track of any problems that may have occurred in the cage, such as variances or questions

concerning a jack pot pay out. At the end of our shift I had to make sure the vault balanced out and that

the cage cashiers balanced with their drawers.

## Additional Skills

* Strong peoeple skills
* Great with numbers
* Excellent typing skills
* Work well with others
* Strong attention to detail
* Safety minded
* Strong organizational skills
* Experience with vendors, contractors, and suppliers
* Budget oriented mindset
* Knowledge of lean manufacturing
* Experience using root cause analysis

## References available upon request