

Nashika Butler

10302 Planterswood Dr Jacksonville, Florida 32218

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Professional Experience:

Exhibited high levels of verbal and analytical thinking skills

Possess Strong interpersonal relation skills able to motivate, counsel, coordinate, discipline, manage and consult.

·Career development skills including a variety of competencies, interest, and experiences in the process of working, living, and learning.

Education:

Diploma-Englewood High School

Jacksonville University (One year)

Childcare Certificate-FCCJ

Work History:

Popeyes

07/18 to 01/22

Assistant manager

Duties: Hire, Train, Run Shifts, manage employees, Adjust time, Count Registers, as assistant manager, I was responsible for opening and closing the restaurant when the general manager is off duty. This includes physically locking and unlocking the doors and ensuring that alarm systems are activated or deactivated. Overseeing other assistants in training . Also completing shift audits to access the assistants in training

Church's Chicken

10-17 to 6-18

Shift Manager

Duties: Hire, Train, Run Shifts, manage employees, Adjust time, Count Registers, as assistant manager, I was responsible for opening and closing the restaurant when the general manager is off duty. This includes physically locking and unlocking the doors and ensuring that alarm systems are activated or deactivated. Responsible for overseeing

other employees to make sure that the restaurant is properly stocked and ready to receive customers at opening time. After the restaurant closes, I administered employees to make sure the restaurant is properly cleaned and ready for the next shift.

Dmor, Inc.

5/14- 2/15

Shift manager for crew – My primary role as shift leader was to manage worker productivity when a general manager is not around. I typically headed up a shift of workers scheduled during a particular part of the day. Along with assigning basic tasks, as shift leader provided ongoing feedback and direction as work is performed. Also addressed any employee conflicts that surfaced during the course of a shift.

Popeye's Chicken & Biscuits- Asst. Manager

Jacksonville, Florida

4/12 - 12/13

Duties: Hire, Train, Run Shifts, Manage employees, Adjust time, Count Registers, as assistant manager I was responsible for opening and closing the restaurant when the general manager is off duty. This includes physically locking and unlocking the doors and ensuring that alarm systems are activated or deactivated. Responsible for overseeing other employees to make sure that the restaurant is properly stocked and ready to receive customers at opening time. After the restaurant closes, I administered employees to make sure the restaurant is properly cleaned and ready for the next shift.

Complete all necessary paperwork associated with my shift.

Academic Scholars- Office Manager/Child care Worker

08/08/-05/11

Jacksonville, Florida

Duties: Maintains office operations by receiving and distributing communications; maintaining supplies and equipment; picking-up and delivering items; serving customers. General, Scheduling, Telephone Skills, Typing, Documentation Skills, Meeting Planning, Verbal Communication, Written Communication, Dependability, Attention to Detail, Administrative Writing Skills

Type memos, Collect tuition, prepare and submit time sheets for payroll, answer the phone and relieve teachers for their breaks.

Jones Academy-Assistant Director

02/03-08/07 Jacksonville, Florida

Duties: Manage employees, collecting tuition, complete reports for monetary reimbursement, type memos, prepare and submit time sheets for payroll.

As well as Forwards information by receiving and distributing communications; collecting and mailing correspondence; copying information.

Maintains supplies by checking stock to determine inventory levels; anticipating requirements; placing and expediting orders; verifying receipt; stocking items; delivering supplies to work stations.

Maintains equipment by completing preventive maintenance, troubleshooting failures, calling for repairs, monitoring equipment operation, monitoring and purchasing meter fund

Blue Cross Blue Shield - Member Service

Rep. 05/02-02/03

Jacksonville, Florida

Duties: Answering member's questions about their plan, submit claims for corrections, and advise current medication available on their plan.

Scheduling meetings and appointments when needed

Duties: Hire, Train, Run Shifts, manage employees, Adjust time, Count Registers, as assistant manager, I was responsible for opening and closing the restaurant when the general manager is off duty. This includes physically locking and unlocking the doors and ensuring that alarm systems are activated or deactivated. Responsible for overseeing other employees to make sure that the restaurant is properly stocked and ready to receive customers at opening time. After the restaurant closes, I administered employees to make sure the restaurant is properly cleaned and ready for the next shift

Metris-Customer Service Representative

11/01-04/02

Jacksonville, Florida

Duties: Assisting customers with question about their card and offering the customer